

**FRANKLIN COUNTY BOARD**  
**Franklin County Court House**  
**Benton, IL 62812**

Date: January 15, 2014

**AGENDA FOR FRANKLIN COUNTY BOARD MEETING**  
**6:00 P.M. TUESDAY, January 21, 2014**

ROLL CALL  
MINUTES OF PREVIOUS MEETING  
COUNTY CLAIMS

CLOSED SESSION: (1) Personnel ( For the Discussion of the Appointment, Employment, Compensation, Discipline, Performance, or Dismissal), (2) Collective Negotiations ( For the Discussion of Collective Negotiating Matters); (3) Sale, Purchase or Lease ( For the Setting of a Price for Sale, Purchase or Lease of Property), (4) Litigation ( For the Discussion of Pending, Probable or Imminent), and (5) Closed Session Minutes ( For the discussion of Closed Session Minutes).

COUNTY HIGHWAY: Mike Rolla

- AGREEMENTS:
1. County Mileage Rate
  2. Tourism Sub Recipient Agreement
  3. Closed Session Minutes
  4. Franklin County States Attorney - Technology Update
  5. Courthouse Downspout Bid
  6. Franklin County Clerk - Travel Request
  7. Franklin County Supervisor of Assessments - 2 Travel Requests
  8. Acceptance of Illinois School Code (105 IL 5/3-12) Statement of Condition of the Institute Fund For FY 2013
  9. Acceptance of Illinois School Code (105 ILCS 5/3-6) Statement of Condition of the Office Account
  10. Acceptance of Illinois School Code (105 ILCS 5/3-6) Statement of Condition of the Distributive Fund
  11. Part Time Public Defender
  12. Memo of Understanding Assistant Public Defender, Independent Contract - 2
  13. Auditor Engagement Letter - Hudgens & Meyers

- APPOINTMENTS:
1. Crosswalk Community Action Agency - 1 Appointment
  2. Greater Egypt Regional Planning Board - 2 Appointments
  3. Tourism Council - 1 Appointment
  4. Mosquito Abatement - 1 Appointment
  5. Ewing- Northern Fire Protection District - 1 Appointment

NEW BUSINESS:

**NEXT BOARD MEETING: 6:00 p.m. Tuesday, February 18, 2014**  
**Committees Meet On Monday, February 3 and Due to Holiday, Tuesday, February 18,**

2014.

4:00 pm - Finance

4:30 pm - Road and Bridge

4:45 pm - Health and Environment

All meetings will be held on the third floor of the Courthouse in the County Board room unless otherwise noted.

If you have any questions, please contact me at (618) 439 - 3743 or (618) 625 - 3661

Randall Crocker

Chair, Franklin County Board



**FRANKLIN COUNTY BOARD**  
**MINUTES OF MEETING OF COUNTY BOARD**  
**JANUARY 21, 2014**

**CALL TO ORDER**

The Regular Meeting of the County Board was called to order at 6:00 p.m. in the County Board Room on the third floor Franklin County Courthouse by Chairman Randall Crocker.

**ROLL CALL**

In the absence of Secretary, Dave Dobill, Chief Deputy County Clerk, Karen Kase called the roll. Those present were:

Mr. Kenneth Hungate  
Mr. Steve Leek  
Mr. Jim McPhail  
Mr. Danny Melvin  
Mrs. Christy Powers  
Mr. Alan Price  
Mr. David Rea  
Mr. Tom Vaughn  
Mr. Randall Crocker

Also attendances were: Gayla Sink, Administrative Assistant to the County Board; Keith Ward, Recycling Coordinator; Matt Donkin, Franklin-Williamson Regional Superintendent; John Gulley, County Treasurer; Nancy Hobbs, Circuit Clerk; Cindy Humm, Supervisor of Assessments; Don Jones, Sheriff of Franklin County; Evan Owens, States Attorney; Mike Rolla, County Engineer; Thad Snell, Animal Control Supervisor; and other interested parties.

**PLEDGE OF ALLEGIANCE**

Chairman Randall Crocker introduced the Benton Troop Pack #28 Boy Scouts and their leaders and asked them to lead everyone in the Pledge of Allegiance.

**APPROVE MINUTES**

Mr. Tom Vaughn made a motion to accept the minutes of the December 17, 2013, Regular Meeting with a correction. The Closed Session had Chairman Randall Crocker and it should have been Acting Chairman Ken Hungate. Mr. Danny Melvin seconded the motion. On roll call vote, all voted yes.

**APPROVE & PAY CLAIMS**

Mr. Jim McPhail moved that the claims on file be paid. Mr. Alan Price seconded the motion. On roll call vote, all voted yes.

**CLOSED SESSION**

Chairman Randall Crocker stated that the County Board does not need to go into closed session.

**COUNTY HIGHWAY**

Chairman Randall Crocker stated that the County Highway had nothing to present at this time.

**COUNTY MILEAGE RATE**

Chairman Randall Crocker stated that the next item on the agenda is the County Mileage Rate. He stated that the according the travel guide from the Illinois Department of Central Management Services for Travel Reimbursement Schedule is now \$0.56 effective January 1, 2014.

JANUARY 21, 2014 COUNTY BOARD MINUTES

COUNTY MILEAGE  
RATE (CONT'D)

Mrs. Christy Power made a motion to change the County Mileage Rate from \$0.56.5 to \$0.56 to reflect the state's rate. Mr. Steve Leek seconded the motion. On roll call vote, all voted yes.

Said travel guide from the Illinois Department of Central Management Service is made a part of these minutes.

TOURISM SUB  
RECIPIENT AGREEMENT

Chairman Randall Crocker informed the County Board that the next item on the agenda is the Tourism Sub Recipient Agreement. He asked Mr. Tom Vaughn to explain the changes that are needed to the Sub-Recipient Agreement Franklin County Board County Tourism Fund agreement.

Mr. Tom Vaughn explained that on Section E – Termination “tourism tax” needs to be added to this paragraph. The correction will be made presented to the board for signatures.

Mr. Tom Vaughn made a motion to accept the correction and recommended approval. Mr. Danny Melvin seconded the motion. On roll call vote, all voted yes.

Said copy of Tourism Sub Recipient Agreement is made a part of these minutes.

PUBLIC INSPECTION  
OF CLOSED SESSIONS  
MINUTES

Chairman Randall Crocker informed the County Board that the next item on the agenda was the public inspection of closed session minutes. Chairman Randall Crocker stated that the Board has reviewed the Closed Session Minutes and recommends they remain closed as the need for confidentiality still exists as to all portions thereof.

Mr. David Rea made a motion that the closed session minutes remain closed. Mr. Ken Hungate seconded the motion. On roll call vote, all voted yes.

STATES ATTORNEY  
TECHNOLOGY  
UPDATE

Chairman Randall Crocker informed the County Board the Evan Owens, States Attorney, presented a letter and an estimate from Goodin & Associates for Technology Updates last night at the committee meeting.

Mrs. Christy Powers made a motion to approve these technology update to the States Attorney office. Mr. Tom Vaughn seconded the motion. On roll call vote, all voted yes.

Said a letter and estimate is made a part of these minutes.

COURTHOUSE  
DOWNSPOUT BID

Chairman Randall Crocker stated that the next item on the agenda is the Courthouse Downspout Bid and asked Mr. David Rea to present this bid from Reed Heating & Air Conditioning Inc was total of \$9,554.

Mr. David Rea made a motion to accept the bid as presented. Mr. Ken Hungate seconded the motion. On roll call vote, all voted yes.

**JANUARY 21, 2014 COUNTY BOARD MINUTES**

Said bid is made a part of these minutes.

**COUNTY CLERK  
TRAVEL REQUEST**

Chairman Randall Crocker read a letter from Dave Dobill, County Clerk requesting a travel to the Illinois Association of County Clerks and Records 2014 Winter Conference January 20<sup>th</sup> thru 22<sup>nd</sup> in Springfield with an expense of approximate cost of \$500.00 for room, mileage and registration fee.

Mr. Steve Leek made a motion to approve the travel request for Dave Dobill, County Clerk. Mr. Alan Price seconded the motion. On roll call vote, all voted yes.

Said letter of request is made a part of these minutes.

**SUPERVISOR OF  
ASSESSMENTS – TWO  
TRAVEL REQUESTS**

Chairman Randall Crocker presented two letters of travel requests for Cindy Humm, Supervisor of Assessments. One is to attend the CCAO Legislative Committee meeting in Decatur on January 17<sup>th</sup> for lodging and mileage and the second request is to attend the Property Tax Advisory Committee meeting and Chief County Assessment Officer's Executive Board in Bloomington on February 5<sup>th</sup> & 6<sup>th</sup> for lodging and mileage.

Mr. Jim McPhail made a motion to approve both travel requests for Cindy Humm, Supervisor of Assessments. Mrs. Christy Powers seconded the motion. On roll call vote, all voted yes.

Said letters of request are made a part of these minutes.

**ILLINOIS SCHOOL  
CODES REPORTS**

Chairman Randall Crocker asked Mr. Matt Donkin, Franklin Williamson Regional Superintendent to explain the three Illinois School Code (105 IL 5/3-12) Statement of Condition of the Institute Fund for FY 2013; Illinois School Code (105 IL 5/3-6) Statement of Condition of the Office Account; and Illinois School Code (105 IL 5/3-6) Statement of Condition of the Distributive Fund. Mr. Matt Donkin explained said reports and recommends approval.

Mr. Danny Melvin made a motion to approve all three reports as presented. Mrs. Christy Powers seconded the motion. On roll call vote, all voted yes.

Said reports are made a part of these minutes.

**PUBLIC DEFENDER -  
PART TIME**

Chairman Randall Crocker presents agreement with part time Public Defender, Michael Rowland and his salary will be \$90,000 per year with benefits.

Mr. David Rea made a motion to approve the agreement as presented. Mr. Jim McPhail seconded the motion. On roll call vote, all voted yes.

Said agreement is made a part of these minutes as Agreements No. 2014-01.

JANUARY 21, 2014 COUNTY BOARD MINUTES

PUBLIC DEFENDERS -  
TWO ASSISTANTS

Chairman Randall Crocker present two agreements for Assistant Public Defenders, Jason Drew will have a salary of \$40,000 per year and Kevin Popit salary will be \$24,000 per year. Both have no benefits.

Discussion followed.

Mr. Steve Leek made a motion to approve the agreements as presented. Mr. Ken Hungate seconded the motion. On roll call vote, all voted yes.

Said agreements are made a part of these minutes as Agreements No. 2014-02 & 2014-03.

AUDITOR ENGAGEMENT  
LETTERS

Chairman Randall Crocker presented the board with two letters of Auditor Engagement for Franklin County Government and Franklin County Circuit Clerk for the year ended November 30, 2013.

Mrs. Christy Powers made a motion to accept the Auditor Engagement letters as presented. Mr. Jim McPhail seconded the motion. On roll call vote, all voted yes.

Said letters are made a part of these minutes.

APPOINTMENTS

Chairman Randall Crocker informed the County Board that Crosswalk Community Action Agency Board has a vacancy due the resignation of Donna Sue Bozarth.

Mr. Jim McPhail made a motion to appoint Kim Stubblefield to the Crosswalk Community Action Agency Board fill the unexpired term of Donna Sue Bozarth ending December 31, 2014. Mr. Steve Leek seconded the motion. On roll call vote, all voted yes.

Chairman Randall Crocker presented a letter informing the County Board that Greater Egypt Regional Planning Board has two appointments that are needed.

Mr. Ken Hungate made a motion to appoint Ms. Cindy Humm to the Greater Egypt Regional Planning Board to replace Liz Files who has passed away, term is for a three year term ending December 31, 2016. Mr. Alan Price seconded the motion. On roll call vote, all voted yes.

Mr. Danny Melvin made a motion to appoint Mr. Steve Leek to the Greater Egypt Regional Planning Board to replace Donna Sue Bozarth's unexpired term ending December 31, 2015. Mr. Jim McPhail seconded the motion. On roll call vote, all voted yes.

Said letter is made a part of these minutes.

JANUARY 21, 2014 COUNTY BOARD MINUTES

APPOINTMENTS  
(CONT'D)

Chairman Randall Crocker stated that the next item on the agenda is appointment for the Rend Lake Area Tourism Council.

Mr. Ken Hungate made a motion to appoint Mr. Tom Vaughn to the Rend Lake Area Tourism Council for a three year term ending December 31, 2016. Mr. Danny Melvin seconded the motion. On roll call voting was as follows, everyone voted yes except Tom Vaughn abstained.

Chairman Randall Crocker stated that the next item on the agenda is an appointment to the Mosquito Abatement Board due to the passing of Ken Trovillion.

Mr. Jim McPhail made a motion to appoint Terry Joiner to the Mosquito Abatement Board to fill the vacancy of Ken Trovillion unexpired term ending August 20, 2015. Mr. Steve Leek seconded the motion. On roll call vote, all voted yes.

Chairman Randall Crocker presented minutes from the Ewing-Northern Fire Protection District requesting to appoint Michael Wayne Hill to the Ewing-Northern Fire Protection District Board to fill the unexpired term of Mark Smith ending May 2, 2016.

Mr. David Rea made a motion to appoint Michael Wayne Hill to the Ewing-Northern Fire Protection District Board to fill the unexpired term of Mark Smith ending May 2, 2016. Mr. Alan Price seconded the motion. On roll call vote, all voted yes.

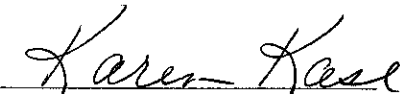
Said minutes are made a part of these minutes.

ADJOURNMENT

Chairman Randall Crocker asked the Board if there were any questions. Mrs. Christy Powers made a motion to adjourn meeting. Mr. Jim McPhail seconded the motion. There being no further business Chairman Randall Crocker declared the meeting adjourned.



Randall Crocker  
Franklin County Board Chairman



Karen Kase  
Franklin County Chief Deputy Clerk





## Illinois Department of Central Management Services

**Accountability. Efficiency. Service.**[About CMS](#)[For Employees](#)[For Agencies](#)[For Business](#)[For Local Government](#)[Work4IL](#)[Client Relations](#)[CMS](#) [Employee Services](#) [Travel Guide](#)**TRAVEL REIMBURSEMENT SCHEDULE**

The following rates are effective for Agencies under the jurisdiction of the Board.

**Mileage**

Category	Rate
Auto	56¢/mile – (effective January 1, 2014) (see 30 ILCS 105/12-2 (b))

**Per Diem/Meals – Within the State of Illinois**

Category	Rate
Breakfast	\$5.50
Lunch	\$5.50
Dinner	\$17.00
Per Diem – Quarter	\$7.00
Per Diem – Day	\$28.00

**Per Diem/Meals – Outside the State of Illinois**

Category	Rate
Breakfast	\$6.50
Lunch	\$6.50
Dinner	\$19.00
Per Diem – Quarter	\$8.00
Per Diem – Day	\$32.00

**Lodging – Within the State of Illinois**

Category	Rate
Chicago Metro – County of Cook	\$130.00 – * (see 3000.400(b) of the Travel Regulation Council Rules)
Chicago Metro – Counties of DuPage, Kane, Lake, McHenry and Will	\$80.00
Downstate Illinois – Counties of Champaign, Kankakee, LaSalle, McLean, Macon, Madison, Peoria, Rock Island, St. Clair, Sangamon, Tazewell, and Winnebago	\$70.00
Downstate Illinois – All other counties	\$60.00

**Lodging – Outside the State of Illinois**

Category	Rate
District of Columbia (Includes the cities of Alexandria, Falls Church, and Fairfax, the counties of Arlington, Loudoun, and Fairfax in Virginia; and the counties of Montgomery and Prince Georges in Maryland)	* (See Section 3000.400(b) of the Travel Regulation Council Rules and Travel Update 07-03 for Clarification)
New York City (Includes the boroughs of the Bronx, Brooklyn, Manhattan, Queens, and Staten Island; Nassau and Suffolk Counties)	\$110.00
All other out-of-state locations	\$90.00
Out-of-Country	Actual Reasonable

\* – The maximum reimbursement rate in Cook County and in the District of Columbia is equal to the rate established by the federal government. However, hotels in Cook County (on the Preferred Hotel Listing) have agreed to offer state employees rates of \$130.00 or less for Fiscal Year 2014. Employees should always attempt to obtain a room at or below \$130.00 at hotels in Cook County.

**EMPLOYEE SERVICES**[Benefits](#)[Education](#)[IT Help Desk](#)[Personnel](#)[Travel Guide](#)[Events Calendar](#)

[Privacy Statement](#)   [Kids Privacy](#)   [Web Accessibility](#)   [Agency Webmaster](#)

Copyright © 2013 [Illinois Department of Central Management Services](#)

## SUB-RECIPIENT AGREEMENT

### FRANKLIN COUNTY BOARD COUNTY TOURISM FUND

THIS AGREEMENT is entered into this 21<sup>st</sup> day of January 2014, by the Franklin County Board herein referred to as the "County" and the Rend Lake Tourism Council, a non-profit corporation herein referred to as the "Sub-recipient".

WITNESSETH THAT:

WHEREAS, County ordinance No. 99-04, passed October 19, 1999, imposes a tax of five percent (5%) on gross rental receipts on rooms in hotels or motels not rented to "permanent residents" as defined in the "Hotel Operators' Occupation Tax Act," and

WHEREAS, proceeds resulting from the imposition of the tax shall be expended by the County solely to promote tourism, conventions, exhibitions, theatrical, sports and cultural activities within the county or otherwise to attract non-resident overnight visitors to the County, and

WHEREAS, the County desires to subgrant the tourism tax proceeds to the Sub-recipient and engage the Sub-recipient to promote tourism on the County's behalf, and

WHEREAS, the County has required the Sub-recipient to enter into this Sub-recipient Agreement specifying the terms and conditions of the County's delegation of certain responsibilities to the Sub-recipient.

NOW, THEREFORE, in consideration of the mutual covenants and conditions set out in this agreement, the parties agree as follows:

- A. **SPECIAL PROVISIONS.** The County agrees, under the terms and conditions of this Agreement, to sub-grant tourism tax proceeds for tourism promotion purposes to the Sub-recipient.
- B. **INDEPENDENT SUB-RECIPIENT.** It is understood by the parties hereto that the Sub-recipient is an independent sub-recipient and that neither its principals nor its employees (if any) are employees of the County for purposes of tax, retirement system, or social security (FICA) withholding. It is furthermore understood that the Sub-recipient has obtained, or will obtain, and will maintain at its expense for the duration of this agreement, coverage in a liability insurance plan and worker's compensation plan (if necessary) for its principals and employees (if any) for the services to be performed hereunder.
- C. **SCOPE OF SERVICES.** The Sub-recipient will perform the following services: promote tourism; conventions; exhibitions; and theatrical, sports

and cultural activities within the county or otherwise to attract non-resident overnight visitors to the County.

- a. During the term of this agreement, the Sub-recipient will maintain reasonable records of its performance under this Agreement in a manner consistent with generally accepted accounting principles. The Sub-recipient will allow the County or their authorized representatives access to these records at any time during normal business hours. At the request of the County, the Sub-recipient will submit to the County, in the format prescribed by the County, status reports on its performance under this agreement.
- b. If the Sub-recipient ceases to exist or an Event of Default occurs, all tourism tax funding on hand and accounts or notes receivable related to this agreement will revert to the County.

**D. DURATION OF AGREEMENT.** This Agreement will become effective upon authorization by the County and the Sub-recipient. The initial term of said agreement is for a period of 5 years and may be renewed by the parties by written agreement signed by both parties.

**E. TERMINATION:** That either party may terminate this agreement at any time, with or without cause, by providing 30 days written notice to the other party. Upon receiving said written notice, no additional expenditures of the county tax money shall be authorized without written agreement to the contrary signed by both parties. All money held by the Rend Lake Tourism Council shall be returned to the county within 14 days after the expiration of the 30 day notice period.

**F. ADMINISTRATION.**

- a. For the purpose of implementing this agreement, the County shall be responsible for appointing the members of the Sub-recipient's board of directors. The appointments shall be made by the chairman of the County Board. The Sub-recipient's board shall consist of nine members. The nine will consist of 1 resident from each of the county's three county board districts, and six at-large members from Franklin County.
- b. The Sub-recipient will comply with all applicable federal and state statutes and regulations.
- c. The Sub-recipient shall submit an annual financial report to the County at the January board meeting of the Franklin County Board.

*TOURISM TAX* ~~REND LAKE~~

- d. The Sub-recipient shall submit a quarterly activities report to the County at the January, April, July, and October board meetings of the Franklin County Board.

**G. PAYMENT.** It is expressly agreed and understood that the total amount to be paid annually by the County under this agreement shall not exceed the annual appropriation itemized in the Franklin County Budget under account number 26/00430000. The county is not obligated to disperse all of the county's hotel/bed tax money to the Rend Lake Tourism Council and may choose to disperse money for the promotion of tourism in accordance with the ordinance and state statutes to other entities or persons.

**H. TRAVEL.** The Sub-recipient shall adhere as closely as possible to the County's written travel policy.

- a. The Sub-recipient shall receive written approval from the County for any travel outside the State of Illinois or the State of Missouri. Travel within the State of Illinois or the State of Missouri shall not require approval of the County.
- b. The Sub-recipient may reimburse its employees or agents for travel at a rate not to exceed the rate approved by the County for official purposes.
- c. The Sub-recipient shall not reimburse its employees or agents for the purchase of alcohol under any circumstances.

**I. PROHIBITED ACTIVITIES.** The Sub-recipient is prohibited from using funds provided herein or personnel employed in the administration of the program for: political activities, lobbying, political patronage, and nepotism activities.

**J. PROCUREMENT.** The Sub-recipient shall comply with current County policy concerning the purchase of equipment and shall maintain inventory records of all non-expendable personal property as defined by such policy as may be procured with funds provided herein. All program assets purchased with tourism tax proceeds shall revert to the County upon termination of this agreement.

**K. REPORTS AND INFORMATION.** The Sub-recipient shall maintain accounts and records including personnel, property and financial records, adequate to identify and account for all costs pertaining to this Agreement and other such records as may be deemed necessary by the County to assure proper accounting for all project funds. These records will be made available for audit purposes to the County or its authorized representative, and will be retained for three years after receipt of final payment for the services

rendered under this Agreement unless permission to destroy them is granted by the County.

- L. INDEMNIFICATION.** The Sub-recipient waives any and all claims and recourse against the County, including the right of contribution or damage to person or property arising from, growing out of, or in any way connected with or incidental to the Sub-recipient's performance of this Agreement, except claims arising from the concurrent or sole negligence of the County or its officers, agents, or employees. The Sub-recipient will indemnify, hold harmless, and defend the County against any and all claims, demands, damages, costs, expenses, or liability arising out of the Sub-recipient's performance of this Agreement except for liability arising out of the concurrent or sole negligence of the County or its officers, agents, or employees.
- M. ASSIGNABILITY.** The Sub-recipient shall not assign or transfer any interest in this Agreement without the prior written consent of the County.
- N. SEVERABILITY.** If any provision of the Agreement is held invalid, the remainder of the Agreement shall not be affected thereby and all other parts of this Agreement shall nevertheless be in full force and effect.
- O. DEFAULT/IMMEDIATE TERMINATION OF AGREEMENT.** If any of the following events occur, the County may, in its sole discretion, declare such event a default under this Agreement:

  - a. Any representation or warranty made by the Sub-recipient in this Agreement or in any request or certificate or other information furnished to the County under this agreement proves to have been incorrect in any material respect; or
  - b. The Sub-recipient fails in any material respect to carry out its obligations under this Agreement; or
  - c. Ineffective or improper use of funds provided under this Agreement;
  - d. The County determines that the performance of the Sub-recipient is failing to meet the desired goals of the county in relation to tourism promotion.

If the Sub-recipient fails to perform any of its duties under this Agreement or if any event of default occurs, the County may declare the Sub-recipient to be in default and thereafter give the Sub-recipient written notice setting forth the action or inaction which constitutes the default and giving the Sub-recipient 45 days in which to correct the default. If the Sub-recipient fails to correct the default within 45 days receipt of this notice, the County may notify the Sub-recipient in writing that the agreement is null and void, and all tourism tax

funding on hand and accounts or notes receivable related to this agreement will revert to the County.

It is agreed by the parties that that the provisions of this Agreement provide for reasonable and sufficient notice to be given to the Sub-recipient in the case of the Sub-recipient's failure to comply with any of its covenants and that this notice is sufficient for the Sub-recipient to rectify its actions or inactions of default.

The waiver by the County of any default by the Sub-recipient does not constitute a waiver of a continuing breach or a waiver of a subsequent breach. Any agreement contrary to this Agreement is not binding upon either party unless it is in writing and signed by both parties.

- P. CHOICE OF REMEDY:** These remedies described herein are cumulative and the County may choose to terminate said agreement at any time as described herein, without cause or without default by the Rend Lake Tourism Council.
- Q. CONSTRUCTION AND VENUE.** This agreement will be construed under, and governed by laws of the State of Illinois. The County and the Sub-recipient agree that performance of the Agreement is in the County of Franklin, State of Illinois and that in the event of litigation concerning it, venue is in the Circuit Court of the 2<sup>nd</sup> Judicial Circuit in and for the County of Franklin, Illinois.

This Sub-recipient Agreement has been approved by the County and the Sub-recipient.

IN WITNESS THEREOF, the parties hereto have caused this Agreement to be executed.

\_\_\_\_\_  
Randall Crocker, Chairman  
Franklin County Board

\_\_\_\_\_  
President  
Rend Lake Tourism Council

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Attest:

Attest:

## SUB-RECIPIENT AGREEMENT

### FRANKLIN COUNTY BOARD COUNTY TOURISM FUND

THIS AGREEMENT is entered into this 21<sup>st</sup> day of January 2014, by the Franklin County Board herein referred to as the "County" and the Rend Lake Tourism Council, a non-profit corporation herein referred to as the "Sub-recipient".

WITNESSETH THAT:

WHEREAS, County ordinance No. 99-04, passed October 19, 1999, imposes a tax of five percent (5%) on gross rental receipts on rooms in hotels or motels not rented to "permanent residents" as defined in the "Hotel Operators' Occupation Tax Act," and

WHEREAS, proceeds resulting from the imposition of the tax shall be expended by the County solely to promote tourism, conventions, exhibitions, theatrical, sports and cultural activities within the county or otherwise to attract non-resident overnight visitors to the County, and

WHEREAS, the County desires to subgrant the tourism tax proceeds to the Sub-recipient and engage the Sub-recipient to promote tourism on the County's behalf, and

WHEREAS, the County has required the Sub-recipient to enter into this Sub-recipient Agreement specifying the terms and conditions of the County's delegation of certain responsibilities to the Sub-recipient.

NOW, THEREFORE, in consideration of the mutual covenants and conditions set out in this agreement, the parties agree as follows:

- A. **SPECIAL PROVISIONS.** The County agrees, under the terms and conditions of this Agreement, to sub-grant tourism tax proceeds for tourism promotion purposes to the Sub-recipient.
- B. **INDEPENDENT SUB-RECIPIENT.** It is understood by the parties hereto that the Sub-recipient is an independent sub-recipient and that neither its principals nor its employees (if any) are employees of the County for purposes of tax, retirement system, or social security (FICA) withholding. It is furthermore understood that the Sub-recipient has obtained, or will obtain, and will maintain at its expense for the duration of this agreement, coverage in a liability insurance plan and worker's compensation plan (if necessary) for its principals and employees (if any) for the services to be performed hereunder.
- C. **SCOPE OF SERVICES.** The Sub-recipient will perform the following services: promote tourism; conventions; exhibitions; and theatrical, sports



and cultural activities within the county or otherwise to attract non-resident overnight visitors to the County.

- a. During the term of this agreement, the Sub-recipient will maintain reasonable records of its performance under this Agreement in a manner consistent with generally accepted accounting principles. The Sub-recipient will allow the County or their authorized representatives access to these records at any time during normal business hours. At the request of the County, the Sub-recipient will submit to the County, in the format prescribed by the County, status reports on its performance under this agreement.
- b. If the Sub-recipient ceases to exist or an Event of Default occurs, all tourism tax funding on hand and accounts or notes receivable related to this agreement will revert to the County.

**D. DURATION OF AGREEMENT.** This Agreement will become effective upon authorization by the County and the Sub-recipient. The initial term of said agreement is for a period of 5 years and may be renewed by the parties by written agreement signed by both parties.

**E. TERMINATION:** That either party may terminate this agreement at any time, with or without cause, by providing 30 days written notice to the other party. Upon receiving said written notice, no additional expenditures of the county tax money shall be authorized without written agreement to the contrary signed by both parties. All tourism tax money held by the Rend Lake Tourism Council shall be returned to the county within 14 days after the expiration of the 30 day notice period.

**F. ADMINISTRATION.**

- a. For the purpose of implementing this agreement, the County shall be responsible for appointing the members of the Sub-recipient's board of directors. The appointments shall be made by the chairman of the County Board. The Sub-recipient's board shall consist of nine members. The nine will consist of 1 resident from each of the county's three county board districts, and six at-large members from Franklin County.
- b. The Sub-recipient will comply with all applicable federal and state statutes and regulations.
- c. The Sub-recipient shall submit an annual financial report to the County at the January board meeting of the Franklin County Board.

- d. The Sub-recipient shall submit a quarterly activities report to the County at the January, April, July, and October board meetings of the Franklin County Board.

**G. PAYMENT.** It is expressly agreed and understood that the total amount to be paid annually by the County under this agreement shall not exceed the annual appropriation itemized in the Franklin County Budget under account number 26/00430000. The county is not obligated to disperse all of the county's hotel/bed tax money to the Rend Lake Tourism Council and may choose to disperse money for the promotion of tourism in accordance with the ordinance and state statutes to other entities or persons.

**H. TRAVEL.** The Sub-recipient shall adhere as closely as possible to the County's written travel policy.

- a. The Sub-recipient shall receive written approval from the County for any travel outside the State of Illinois or the State of Missouri. Travel within the State of Illinois or the State of Missouri shall not require approval of the County.
- b. The Sub-recipient may reimburse its employees or agents for travel at a rate not to exceed the rate approved by the County for official purposes.
- c. The Sub-recipient shall not reimburse its employees or agents for the purchase of alcohol under any circumstances.

**I. PROHIBITED ACTIVITIES.** The Sub-recipient is prohibited from using funds provided herein or personnel employed in the administration of the program for: political activities, lobbying, political patronage, and nepotism activities.

**J. PROCUREMENT.** The Sub-recipient shall comply with current County policy concerning the purchase of equipment and shall maintain inventory records of all non-expendable personal property as defined by such policy as may be procured with funds provided herein. All program assets purchased with tourism tax proceeds shall revert to the County upon termination of this agreement.

**K. REPORTS AND INFORMATION.** The Sub-recipient shall maintain accounts and records including personnel, property and financial records, adequate to identify and account for all costs pertaining to this Agreement and other such records as may be deemed necessary by the County to assure proper accounting for all project funds. These records will be made available for audit purposes to the County or its authorized representative, and will be retained for three years after receipt of final payment for the services

rendered under this Agreement unless permission to destroy them is granted by the County.

- L. INDEMNIFICATION.** The Sub-recipient waives any and all claims and recourse against the County, including the right of contribution or damage to person or property arising from, growing out of, or in any way connected with or incidental to the Sub-recipient's performance of this Agreement, except claims arising from the concurrent or sole negligence of the County or its officers, agents, or employees. The Sub-recipient will indemnify, hold harmless, and defend the County against any and all claims, demands, damages, costs, expenses, or liability arising out of the Sub-recipient's performance of this Agreement except for liability arising out of the concurrent or sole negligence of the County or its officers, agents, or employees.
- M. ASSIGNABILITY.** The Sub-recipient shall not assign or transfer any interest in this Agreement without the prior written consent of the County.
- N. SEVERABILITY.** If any provision of the Agreement is held invalid, the remainder of the Agreement shall not be affected thereby and all other parts of this Agreement shall nevertheless be in full force and effect.
- O. DEFAULT/IMMEDIATE TERMINATION OF AGREEMENT.** If any of the following events occur, the County may, in its sole discretion, declare such event a default under this Agreement:

  - a. Any representation or warranty made by the Sub-recipient in this Agreement or in any request or certificate or other information furnished to the County under this agreement proves to have been incorrect in any material respect; or
  - b. The Sub-recipient fails in any material respect to carry out its obligations under this Agreement; or
  - c. Ineffective or improper use of funds provided under this Agreement;
  - d. The County determines that the performance of the Sub-recipient is failing to meet the desired goals of the county in relation to tourism promotion.

If the Sub-recipient fails to perform any of its duties under this Agreement or if any event of default occurs, the County may declare the Sub-recipient to be in default and thereafter give the Sub-recipient written notice setting forth the action or inaction which constitutes the default and giving the Sub-recipient 45 days in which to correct the default. If the Sub-recipient fails to correct the default within 45 days receipt of this notice, the County may notify the Sub-recipient in writing that the agreement is null and void, and all tourism tax

funding on hand and accounts or notes receivable related to this agreement will revert to the County.

It is agreed by the parties that that the provisions of this Agreement provide for reasonable and sufficient notice to be given to the Sub-recipient in the case of the Sub-recipient's failure to comply with any of its covenants and that this notice is sufficient for the Sub-recipient to rectify its actions or inactions of default.

The waiver by the County of any default by the Sub-recipient does not constitute a waiver of a continuing breach or a waiver of a subsequent breach. Any agreement contrary to this Agreement is not binding upon either party unless it is in writing and signed by both parties.

- P. CHOICE OF REMEDY:** These remedies described herein are cumulative and the County may choose to terminate said agreement at any time as described herein, without cause or without default by the Rend Lake Tourism Council.
- Q. CONSTRUCTION AND VENUE.** This agreement will be construed under, and governed by laws of the State of Illinois. The County and the Sub-recipient agree that performance of the Agreement is in the County of Franklin, State of Illinois and that in the event of litigation concerning it, venue is in the Circuit Court of the 2<sup>nd</sup> Judicial Circuit in and for the County of Franklin, Illinois.

This Sub-recipient Agreement has been approved by the County and the Sub-recipient.

IN WITNESS THEREOF, the parties hereto have caused this Agreement to be executed.

Randall Crocker  
Randall Crocker, Chairman  
Franklin County Board

Keith Thum  
President  
Rend Lake Tourism Council

JANUARY 21, 2014  
Date

3/11/2013.  
Date

Attest:

Attest:

**EVAN L. OWENS**  
**FRANKLIN COUNTY STATE'S ATTORNEY**

411 East Main Street  
Benton, Illinois 62812  
Phone: (618) 439-4316  
Fax: (618) 435-2349

Phillips Butler, 1<sup>st</sup> Assistant  
Catherine Nevicosi, Assistant  
Amanda Ralston, Assistant  
Troy Wise, Assistant

December 26, 2013

RECEIVED

JAN 03 2014

Franklin County Board  
c/o Gayla Sink  
Attention Finance  
202 W. Main Street  
Benton, IL 62812

FRANKLIN COUNTY BOARD

**Re: Technology Update/PC JIMS System for Prosecutors**

Dear Board:

Please find the enclosed estimate that was received by office pursuant to my request from Goodin and Associates. The estimate is to install PC JIMS Prosecutor Services to my office.

In late 2011, the Illinois Legislature passed a technology bill which allowed the Circuit Court to assess fees in certain court cases which were intended to make State's Attorney's Office 'digital ready' and to improve the technology in State's Attorney's Offices throughout the state. Ms. Hobbs has received around \$2,000.00 in State's Attorney Automation fees this year (2013). I believe that the county can expect to collect around that much each year from this fee.

Our current data retrieval system is based on a computer program created in the 1980's called 'Q and A'. The system is currently showing error messages and my office is fearful that it will soon 'crash'. The benefit of the new JIMS system would be that the State's Attorney's Office will be better integrated with the Circuit Clerk and other offices, such as probation, and will avoid duplication of services for the county.

Some examples follow: (a) my office would be able to retrieve archived information in the Clerk's data base to show a person's criminal history; (b) once my office enters information for a charge, the circuit clerk can simple 'upload' that information when the charge is filed and not have to expend manpower on re-entry of the data; (c) information that is put in the system on a specific person, such as addresses, contact, ect..., is then kept in the system and would not have to be re-entered by my offices for subsequent cases. (d) digital files can be maintained thereby reducing the need for storage. (e) collection accounts will be better integrated and managed.

These are just a few examples of how the proposed system will make the court system more efficient. The cost is high. The estimate to install and license the new system is \$34,629.60. Around \$9,000 of that amount would need to be paid upon installation and the remaining balance can be paid interest free over 3 years.

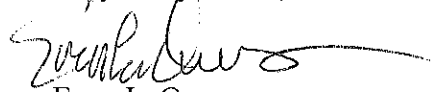
That while this new system will undoubtedly provide some long term savings for the county in terms of efficiency, I am not trying to 'sell' to the board that it will reduce our operating costs. There is a yearly maintenance fee of around \$5,000.00.

Inevitably, the county will have to make these technological improvements. I believe the legislature has imposed the fees on court cases in anticipation of the Illinois State Courts going to a 'paperless' system similar to the federal government. Since the county is currently using the JIMS System in the Clerk's office, we are receiving a significant savings in not having to install the system in its entirety.

It is my recommendation that the county accept this estimate and contract with Goodin to install the system while our current system is functioning. It will be difficult to effectively continue our operation if the current system fails and such a failure will certainly increase the cost of making the necessary technological changes in the future. I would suggest that you contact Nancy Hobbs in the Circuit Clerk's Office to get her thoughts on this matter.

I thank you for your time and consideration.

Very Truly Yours,

A handwritten signature in dark ink, appearing to read "Evan L. Owens", with a long, sweeping horizontal line extending to the right.

Evan L. Owens

Franklin County State's Attorney

cc: Nancy Hobbs



3473 S. Illinois Ave. Phone (618) 549-0286  
Carbondale, IL 62903 Fax (618) 549-0675

## Estimate

Evan Owens  
Franklin County State's Attorney  
411 E. Main  
Benton IL 62812

**Job:** 10.2013 PCJ Pros 1-10  
**Est. #:** 1372  
**Date:** 12/26/2013  
**Rep:** kmf

Description	Qty	Unit	Cost	Total
<b>PC JIMS PROSECUTOR 1-10</b>				
<b>LICENSE</b>				
License Contract -- JIMS Prosecutor [Server Component] ~Includes the PC JIMS Prosecutor Document/Form Generator - Allows users to easily create custom templates for subpoenas, notices, charging documents & form letters. - Creation and modification of templates can be done by GAL on a billable basis if requested by Client.	1		11,000.00	11,000.00
PC JIMS Prosecutor license/PC -- PCs 1-3 ~NOTE: Users of PC JIMS Prosecutor in counties participating in Judici.com can get a free Judici subscription which can provide access to non-public information from www.judici.com if the court uses the Extended Access service.	3		1,800.00	5,400.00
PC JIMS Prosecutor license/PC -- PCs 4-8	5		1,500.00	7,500.00
PC JIMS Prosecutor license/PC -- PCs 9-13	2		1,200.00	2,400.00
PC JIMS Prosecutor license/PC -- PCs 14-18	0		900.00	0.00
Subtotal, License				26,300.00
<b>ANNUAL MAINTENANCE</b>				
Maintenance -- JIMS Prosecutor [Server Component]	1	Yr.	2,040.00	2,040.00
PC JIMS Prosecutor maint/PC -- PCs 1-3	3	Yr.	324.00	972.00
PC JIMS Prosecutor maint/PC -- PCs 4-8	5	Yr.	270.00	1,350.00
PC JIMS Prosecutor maint/PC -- PCs 9 & up	2	Yr.	216.00	432.00
Subtotal, Annual Maintenance				4,794.00
<b>IMPLEMENTATION &amp; SETUP</b>				
Labor - to install purchased licenses on existing hardware	8	hr	95.00	760.00
Travel Time	1.5	hr	45.00	67.50
Mileage	70	mi	0.565	39.55
Meals	1		20.00	20.00
Subtotal, Implementation & Setup				887.05
<b>TRAINING</b>				
Training	24	hr	95.00	2,280.00
Travel Time	4.5	hr	45.00	202.50
Mileage	210	mi	0.505	106.05
Meals	3		20.00	60.00
Subtotal, Training				2,648.55
-NOTE: You will only be invoiced for actual costs.				
NOTE: See PC requirements for PC JIMS software at: <a href="http://www.goodinassociates.com/support/pc_configuration/jpc_config_req.jsp">http://www.goodinassociates.com/support/pc_configuration/jpc_config_req.jsp</a>				
THIS IS NOT AN INVOICE. PLEASE DO NOT SEND PAYMENT WITH RETURN OF SIGNED ESTIMATE.			<b>Total</b>	

Description	Qty	Unit	Cost	Total
<p>NOTE:</p> <ul style="list-style-type: none"> <li>~ PC JIMS Prosecutor requires that the Circuit Clerk agree to let your office store your data on their iSeries/AS400 system.</li> <li>~ Getting data FROM the Circuit Clerk: PC JIMS Prosecutor not only lets you see everything you are used to seeing from the Circuit Clerk's database, it also provides you the ability to import case data so that you do not need to re-enter it when recording victim information, police reports, and so on.</li> <li>~ Getting data TO the Circuit Clerk: PC JIMS Prosecutor also provides you the ability to send charging (case, defendant, charge and custody) data to the Circuit Clerk. The screens which let the Clerk review and accept/reject such data are in PC JIMS Courts (required for the Clerk to receive PC JIMS Prosecutor data).</li> <li>~ No cost for hardware or networking is included in this estimate.</li> <li>~ No cost for the conversion of existing data for use by PC JIMS Prosecutor (e.g. conversion of charging language from word processor charging document templates) is included in this estimate.</li> </ul> <p>If you decide to purchase the software/services contained in this estimate, and would like the option of spreading some of the cost over the next three years, we can offer you 0% interest on the LICENSE portion. All other costs associated with your purchase would be due at time of initial billing, but the LICENSE portion could be paid in 36 monthly installments at \$736.56, until such time as the \$26,300.00 is paid off. These payments would be interest free, and would not begin until you receive the first bill, which would not occur until after your office has been installed and trained.</p> <p>PLEASE CONTACT YOUR CIRCUIT CLERK. Implementation requires their authorization to store your data on their iSeries400 system and to connect to their network. No costs for this connectivity, hardware or otherwise, are included in this estimate.</p> <p>Circuit Clerk's signature:</p>  <hr/> <p>~ By signing here, I certify that I am a duly appointed and authorized representative of the Circuit Clerk of the county identified in this estimate, and have full power and authority to grant use of the Circuit Clerk's iSeries400 for the purposes set forth in this estimate.</p>				
<p align="center">THIS IS NOT AN INVOICE. PLEASE DO NOT SEND PAYMENT WITH RETURN OF SIGNED ESTIMATE.</p>	<b>Total</b>			





**GOODIN**  
**ASSOCIATES**  
**LIMITED**

3473 S. Illinois Ave. Phone (618) 549-0286  
Carbondale, IL 62903 Fax (618) 549-0675

## Estimate

Evan Owens  
Franklin County State's Attorney  
411 E. Main  
Benton IL 62812

**Job:** 10.2013 PCJ Pros 1-10  
**Est. #:** 1372  
**Date:** 12/26/2013  
**Rep:** kmf

Description	Qty	Unit	Cost	Total
Sign here and fax back to (618) 549-0675 to authorize us to proceed.				
<p>~ By signing here, I certify that I am a duly appointed and authorized representative of the Client identified in this Estimate, and have full power and authority to bind the Client to the terms thereof.</p> <p>~ If this Estimate includes licenses for additional copies of a software system licensed under an existing licensing and maintenance agreement between the Client identified in this Estimate and Goodin Associates, Ltd., I acknowledge and agree that such additional copies are subject to the terms and conditions set forth in those agreements.</p> <p>~ I also recognize that the GAL software license/maintenance prices (if any) shown on this estimate are valid only if applicable license/maintenance agreements are executed within six months of the estimate date.</p> <p>~ Prices stated for products other than GAL software are estimates, and are subject to change. GAL reserves the right to change any hardware to meet the requirements of GAL software. Additional costs may be identified after a complete site analysis.</p> <p>~ Product warranties are agreements directly between a warranty provider and our client. If a client chooses to involve Goodin Associates in resolving a problem, we may need to bill for our effort. Also, we strongly encourage clients to contact warranty providers well before the expiration of a warranty in order to see about extending it.</p> <p>~ The performance of GAL PC programs depends on many factors, and is somewhat subjective. The hardware and system configurations described at <a href="http://www.goodinassociates.com/support/pc_configuration/jpc_config_req.jsp">http://www.goodinassociates.com/support/pc_configuration/jpc_config_req.jsp</a> may not ensure performance speeds which meet any given person's expectations. For this reason, we ask all clients considering purchase of our PC software to judge for themselves before making a decision about purchasing the software or other hardware.</p>				
THIS IS NOT AN INVOICE. PLEASE DO NOT SEND PAYMENT WITH RETURN OF SIGNED ESTIMATE.	<b>Total</b>			\$34,629.60



# *Reed Heating & Air Conditioning, Inc.*

SHEET METAL CONTRACTORS  
315 SOUTH MAIN ST. BENTON, ILL. 62812  
(618) 439-0711

JANUARY 2, 2014

FRANKLIN COUNTY COURT HOUSE  
BENTON, IL

RE: REPLACEMENT OF EIGHT SCALPERS, CONDUCTOR HEADS AND  
DOWNSPOUTS.

WE PROPOSE TO REMOVE EIGHT SCALPERS, CONDUCTOR HEADS AND  
DOWNSPOUTS. WE WILL SHOP FABRICATE FROM PAINTED STEEL METAL  
AND INSTALL. WHEN INSTALLING NEW SCALPERS WE WILL CUT ALL  
ROOFING OUT DOWN TO WOOD DECK, SO WATER WILL NOT DAM UP. THE  
CONDUCTOR HEADS WILL BE INSTALLED WITH TOP OPENING OF  
CONDUCTOR AT THE BOTTOM OF SCALPERS TO ALLOW ICE TO  
OVERFLOW. DOWNSPOUTS WILL TERMINATE AS BEFORE. BIEBEL ROOFING  
WILL DO ROOF FLASHING AND PRICE INCLUDED. LABOR AND MATERIALS.  
FOR THE SUM OF....\$9554.00

THANK YOU,

JERRY MCCANN, PRES.

**Dave Dobill**  
**Franklin County Clerk**  
**P.O. Box 607**  
**Benton, Illinois 62812**  
Phone (618) 438-3221

Date: January 16, 2014

To: Franklin County Board

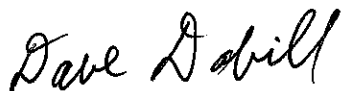
From: Dave Dobill, Franklin County Clerk

RE: Travel expense request

Please approve my travel reimbursement to attend the Illinois Association of County Clerks and Recorders 2014 Winter Conference January 20-22 at Springfield. Expense will be for room for two nights, mileage and registration fee. Approximate cost is \$500.00.

If you have any questions, please let me know.

Respectfully,

A handwritten signature in black ink that reads "Dave Dobill". The signature is written in a cursive, flowing style.

Dave Dobill, Franklin County Clerk

Cynthia K. Humm, CIAO/I  
Franklin County Supervisor of Assessments  
202 West Main  
Benton, IL 62812  
618-439-0231

December 22, 2013

Travel Request

I am requesting to attend the CCAO Legislative Committee meeting in Decatur on January 17th. Costs will be for one night's lodging and mileage.

Thank you for your consideration.

Cindy

Cynthia K. Humm, CIAO/I  
Franklin County Supervisor of Assessments  
202 West Main  
Benton, IL 62812  
618-439-0231

Travel Request

I am requesting to attend the Property Tax Advisory Committee meeting and Chief County Assessment Officer's Executive Board meeting in Bloomington on February 5th and 6th.

Expenses would be for two nights stay and mileage.

Thank you in advance for your consideration.

Cindy

**From:** Larry A. Wilson

**Sent:** Thursday, January 16, 2014 8:56 AM

**To:** 'Bob Kahman'; 'Bob Ross'; 'Bob Yergler'; 'Chris Gray'; 'Cindi Lotz'; 'Cindy Humm'; 'Cindy Shaw'; 'Craig Dovel'; 'Dave Ryan'; 'Hope Weber'; 'Jeff Robinson'; 'Josh Tanner'; 'Kevin Logan'; 'Linda Kendall'; 'Lindi Kernan'; 'Mac Shoopman'; 'Mark Armstrong'; 'Marty Paulson'; 'Maureen Berkowitz'; 'Pam Braun'; 'Patty Brough'; 'Rena Cain'; 'Sheila Schnepfer'; 'Steve Turpin'; 'Tammy Camp'; 'Wendy Ryerson'; 'JoEllen Mahr'; 'John Horbas'; 'Kevin Conner'

**Subject:** executive board

All,

Please set your calendars for Feb 6, 2014 for the Executive Board Meeting. I am corresponding this meeting with the PTAC sub committees that some of you are also on. The PTAC meeting will be on Feb 5.

The meeting will be held in Bloomington. I will send out further details once I have them firmed up. Any questions, let me know.

Thanks,



Franklin-Williamson  
Regional Office of Education #21

**Matt Donkin**

Regional Superintendent of Schools

www.roe21.org

December 23, 2013



**FILED**

DEC 30 2013

*David Dobill*  
**COUNTY CLERK**

Members of the Franklin County Board  
C/o Honorable David Dobill  
Franklin County Clerk & Recorder  
P.O. Box 607  
Benton, IL 62812

RE: ILLINOIS SCHOOL CODE (105 IL 5/3-12)  
STATEMENT OF CONDITION OF THE  
INSTITUTE FUND FOR FY 2013

Dear Franklin County Board Members:

The Illinois School Code (105 ILCS 5/3-12) states that the Regional Superintendent of Schools shall on or before January 1 of each year post in each school building under his jurisdiction an accounting of: (1) the balance on hand in the Institute Fund at the beginning of the previous year; (2) all receipts within the previous year deposited in the Fund, with the sources from which they were derived; (3) the amount distributed from the Fund and the purposes for which such distributions were made; and (4) the balance on hand in the Fund.

- (1) The balance at the start of FY 2013 (July 1, 2012) was \$ 35,287.15
- (2) The total receipts for the year were \$ 28,495.00
- (3) The total amount distributed from the Fund was \$ 28,252.10
- (4) The balance on hand at the end of FY 2013 (June 30, 2013) was \$ 35,352.54

If you have any question regarding this matter, please feel free to contact me at my office at 202 West Main Street, Second Floor, Franklin County Annex Building, Benton, IL 62812 or at 618-438-9711.

Sincerely,

R. Matthew Donkin  
Regional Superintendent of Schools  
Franklin-Williamson Counties

RMD/sml  
Enclosures

**Franklin County Annex Building**  
202 West Main Street  
Benton, IL 62812  
618-438-9711  
Fax: 618-435-2861

**Williamson County Administrative Building**  
407 North Monroe Street - Suite 300  
Marion, IL 62959  
618-998-1283  
Fax: 618-998-9226

## REGIONAL OFFICE OF EDUCATION #21 FRANKLIN-WILLIAMSON COUNTIES

## Institute Fund Receipts Listing

July 1, 2012 - June 30, 2013

Record Date: July 01, 2012 - June 30, 2013

Visit Ticket	Date	Account Credited	Description	Amount
INSTITUTE ACCOUNT				
6	7/11/2012	14-1000-01	BRITTANY SUHLING	40.00
6	7/11/2012	14-1000-07	DANIEL BOATRIGHT	40.00
6	7/11/2012	14-1000-02	JACKIE WILSON	50.00
6	7/11/2012	14-1000-02	JAYMA DIAL	50.00
6	7/11/2012	14-1000-01	JENNIFER ANDERSON	40.00
6	7/11/2012	14-1000-07	JENNIFER RAMEY	40.00
6	7/11/2012	14-1000-02	KATHLEEN GAARE WIESE	50.00
6	7/11/2012	14-1000-02	LORI ROWLAND	50.00
6	7/11/2012	14-1000-07	MARY GAYLE JANY	40.00
6	7/11/2012	14-1000-02	MICHAEL VANHORN	50.00
6	7/11/2012	14-1000-02	MICKEY SULLIVAN	50.00
6	7/11/2012	14-1000-07	TAMARA CROSLEY	40.00
6	7/11/2012	14-1000-07	TERRI FULLER FOR STANLEY EZELL	40.00
6	7/11/2012	14-1000-02	THOMAS OATES	50.00
11A	7/20/2012	14-1000	IL FUNDS EPAY FEES 4/1/12-6/30/12	11,775.00
15	7/25/2012	14-1000-07	BERTEL JOHNSON	40.00
15	7/25/2012	14-1000-02	BRITTANY ISHMAEL	20.00
15	7/25/2012	14-1000-07	CHERYL HEBERER	40.00
15	7/25/2012	14-1000-02	COURTNEY POOLE	20.00
15	7/25/2012	14-1000-02	CYNTHIA BARTELSMYER	50.00
15	7/25/2012	14-1000-02	DAVID VAUGHN	50.00
15	7/25/2012	14-1000-02	DEBORRA BRACY-NIPPER	50.00
15	7/25/2012	14-1000-07	JAMES POWLESS	40.00
15	7/25/2012	14-1000-02	JENNIFER PRIBBLE	40.00
1	7/25/2012	14-1000-07	JESSICA SUMMERS	30.00
15	7/25/2012	14-1000-02	JILL WAGNER	50.00
15	7/25/2012	14-1000-01	KRISTY DODD	30.00
15	7/25/2012	14-1000-02	LISA JANSKO	50.00
15	7/25/2012	14-1000-02	LUCY GRIFFIN	50.00
15	7/25/2012	14-1000-01	MATTHEW BATTAGLIA	40.00
15	7/25/2012	14-1000-02	MELISSA FARLEY	50.00
15	7/25/2012	14-1000-05	MELISSA FARLEY	4.00
15	7/25/2012	14-1000-07	RICHARD MCCALL	40.00
15	7/25/2012	14-1000-02	SHANE HAWKINS	50.00
15	7/25/2012	14-1000-07	TAMI KLINGAMAN	40.00
15	7/25/2012	14-1000-07	TWANGIE HOLMAN	40.00
19	7/31/2012	14-1000-02	BARBARA THOMPSON	50.00
19	7/31/2012	14-1000-02	CAROL RIX	50.00
19	7/31/2012	14-1000-02	CHERYLE ENGLISH	50.00
19	7/31/2012	14-1000-02	JAN EIGANRAUCH	50.00
19	7/31/2012	14-1000-07	JOEL AUD	40.00
19	7/31/2012	14-1000-07	KARLA MOHR	40.00
19	7/31/2012	14-1000-02	KENDALL JOHNSON	20.00
19	7/31/2012	14-1000-02	LINDA SHUBERT	50.00
19	7/31/2012	14-1000-02	MARY REGINA ELKO AKE	50.00
19	7/31/2012	14-1000-02	MICHAEL MOONEYHAM	50.00
19	7/31/2012	14-1000-02	SANDRA KEEHLER	50.00
5	8/13/2012	14-1000-02	AMBER MCROY	50.00
5	8/13/2012	14-1000-01	BRITTNEY ANDERSON	20.00
5	8/13/2012	14-1000-02	CHRISTINE RAINS	50.00
5	8/13/2012	14-1000-01	DEBORAH WALL	40.00
5	8/13/2012	14-1000-02	EMILY MCLAUGHLIN	50.00
5	8/13/2012	14-1000-05	EMILY MCLAUGHLIN	4.00
5	8/13/2012	14-1000-02	JAMES JOHNS	50.00
5	8/13/2012	14-1000-02	JEFF BINK	30.00
5	8/13/2012	14-1000-02	JENNIFER TYLER	30.00
5	8/13/2012	14-1000-02	JUDITH BEATTY	50.00



**REGIONAL OFFICE OF EDUCATION #21 FRANKLIN-WILLIAMSON COUNTIES**

**Institute Fund Receipts Listing**

**July 1, 2012 - June 30, 2013**

*Record Date: July 01, 2012 - June 30, 2013*

<u>Visit Ticket</u>	<u>Date</u>	<u>Account Credited</u>	<u>Description</u>	<u>Amount</u>
<b>INSTITUTE ACCOUNT</b>				
5	8/13/2012	14-1000-02	KIMBERLY MILLER	50.00
5	8/13/2012	14-1000-01	MELISSA PEEBELS	40.00
5	8/13/2012	14-1000-07	MIKA SNELL	40.00
5	8/13/2012	14-1000-05	MINDY RILEY	4.00
5	8/13/2012	14-1000-02	REBECCA CAIN	50.00
5	8/13/2012	14-1000-02	SARA BAKER	40.00
5	8/13/2012	14-1000-01	SARA JONES	40.00
5	8/13/2012	14-1000-03	SHANNON EDMONDS	50.00
5	8/13/2012	14-1000-02	SHARON LEHNER	50.00
5	8/13/2012	14-1000-01	VALERIE BAYER	40.00
10	8/17/2012	14-1000-07	BARBARA VANTREASE	40.00
10	8/17/2012	14-1000-07	CAROLYN UPCHURCH	40.00
10	8/17/2012	14-1000-02	DUSTIN HOPKINS	20.00
10	8/17/2012	14-1000-07	JAMES CONNOR	40.00
10	8/17/2012	14-1000-01	KASHIA DUNBAR	10.00
10	8/17/2012	14-1000-01	KATIE ACRAY	40.00
10	8/17/2012	14-1000-07	LEIGH ZIEHM	40.00
10	8/17/2012	14-1000-05	LINDSAY JONES HERNANDEZ	4.00
10	8/17/2012	14-1000-07	NICOLAS DEFRANK	40.00
12	8/21/2012	14-1000-02	CARROLL WAGGONER	50.00
12	8/21/2012	14-1000-01	CASSIE REED	40.00
12	8/21/2012	14-1000-07	SUSAN ARNOULD	40.00
18	8/23/2012	14-1000-07	MARK SWIFT	40.00
18	8/23/2012	14-1000-02	MARY WOODSON	50.00
1	8/23/2012	14-1000-07	SUE ELLEN RICH	40.00
18	8/23/2012	14-1000-02	TAMARA HOVENGA	50.00
24	8/28/2012	14-1000-07	CHELSEA GOODSON	40.00
24	8/28/2012	14-1000-02	STEPHEN ADKINS	50.00
29	8/31/2012	14-1000-02	CATHY OVERTURF	50.00
29	8/31/2012	14-1000-03	CATHY OVERTURF	60.00
29	8/31/2012	14-1000-02	DARLENE DARNELL	50.00
29	8/31/2012	14-1000-02	KIMBERLY GOSSETT	50.00
29	8/31/2012	14-1000-07	SYLVIA GRAHAM	40.00
29	8/31/2012	14-1000-07	WENDELL ARMS	40.00
4	9/06/2012	14-1000-07	ANDREA WALLACE	40.00
4	9/06/2012	14-1000-07	CATHY SMALL	40.00
5	9/06/2012	14-1000-02	JAMES JOHNSON RENEWAL OF CERTIFICATE	50.00
5	9/06/2012	14-1000-07	KATHRYN LAWRENCE	40.00
5	9/06/2012	14-1000-07	LORI LINTON	40.00
4	9/06/2012	14-1000-07	STEPHEN ARVANIS	40.00
8	9/10/2012	14-1000-05	LYNN GRAVES	4.00
8	9/10/2012	14-1000-02	REBECCA CLAY	50.00
9	9/11/2012	14-1000-07	CODY CHRISTENSEN	40.00
18	9/14/2012	14-1000-02	CYNTHIA SHIRLEY	50.00
18	9/14/2012	14-1000-03	CYNTHIA SHIRLEY	15.00
18	9/14/2012	14-1000-06	KAREN POWELL	50.00
18	9/14/2012	14-1000-06	KAREN POWELL	50.00
24	9/17/2012	14-1000-07	SARAH SHAW	40.00
27	9/19/2012	14-1000-07	ALICIA HARDWICK	40.00
27	9/19/2012	14-1000-01	AMY KORTHAUER	40.00
27	9/19/2012	14-1000-02	DIXIE ANDREWS/FOR MICHELLE DE ESCH	35.00
27	9/19/2012	14-1000-03	DIXIE ANDREWS/FOR MICHELLE DE ESCH	81.00
2	9/19/2012	14-1000-07	JESSICA VALIER	40.00
27	9/19/2012	14-1000-07	JORDAN BROWN	40.00
27	9/19/2012	14-1000-07	KAYLA PRIEBE	40.00
29	9/19/2012	14-1000-07	RERUN NSF CHECK	40.00
27	9/19/2012	14-1000-02	ROSEMARY CHEEK	20.00

**REGIONAL OFFICE OF EDUCATION #21 FRANKLIN-WILLIAMSON COUNTIES**  
**Institute Fund Receipts Listing**  
**July 1, 2012 - June 30, 2013**

Record Date: July 01, 2012 - June 30, 2013

<u>Visit Ticket</u>	<u>Date</u>	<u>Account Credited</u>	<u>Description</u>	<u>Amount</u>
INSTITUTE ACCOUNT				
27	9/19/2012	14-1000-03	ROSEMARY CHEEK	25.00
27	9/19/2012	14-1000-02	SHANNON EDMONDS	20.00
31	9/20/2012	14-1000-02	BARBARA ARNOLD	50.00
31	9/20/2012	14-1000-07	JENNIFER JUDD	40.00
31	9/20/2012	14-1000-07	JUSTIN NEHRKORN	40.00
33	9/21/2012	14-1000-02	MONTY TYNER	50.00
33	9/21/2012	14-1000-07	TRACEY STEWART RISLEY	40.00
42	9/26/2012	14-1000-07	JOHN DUNNING SUB CERT	40.00
42	9/26/2012	14-1000-07	TIFFANY KESLER	40.00
45	9/28/2012	14-1000-07	SAMUEL MILLIGAN	40.00
5	10/02/2012	14-1000-07	CHERYL HAGER REG SUB CERT/1 YEAR	10.00
5	10/02/2012	14-1000-02	KATHERINE GANT	50.00
5	10/02/2012	14-1000-02	SYLVIA LENZINI	50.00
11	10/05/2012	14-1000-07	EMILY BOWERS	40.00
11	10/05/2012	14-1000-07	JENNIFER WILSON	40.00
11	10/05/2012	14-1000-02	SARAH ADKINS	20.00
11	10/05/2012	14-1000-05	SARAH ADKINS	4.00
13	10/09/2012	14-1000-01	LEA BURGESS FOR ARON KAYS SUB CERT	40.00
15	10/12/2012	14-1000-02	CAROLYN TROXEL	50.00
15	10/12/2012	14-1000-02	CAROLYN TROXEL FOR EDWARD TROXEL	50.00
15	10/12/2012	14-1000-02	CAROLYN TROXEL FOR GARY TROXEL	50.00
15	10/12/2012	14-1000-02	CAROLYN TROXEL FOR JO TROXEL	50.00
17	10/12/2012	14-1000	IL FUNDS EPAY FEES 7/1/2012-9/30/2012	4,710.00
15	10/12/2012	14-1000-07	RICHARD ROUSE	40.00
2	10/17/2012	14-1000-01	DARIUS YOUNG	30.00
25	10/17/2012	14-1000-05	MICHELLE DE ESCH	4.00
29	10/22/2012	14-1000-01	CARRIE MORRIS	40.00
27	10/22/2012	14-1000-02	JERRY WARREN	50.00
27	10/22/2012	14-1000-07	LOREN SMITH (VIRGINIA)	40.00
27	10/22/2012	14-1000-02	VICKY PEARCE	50.00
34	10/24/2012	14-1000-07	DENISE DARNELL	40.00
34	10/24/2012	14-1000-02	JANE PERR	40.00
34	10/24/2012	14-1000-01	MELINDA YEOMENS	40.00
34	10/24/2012	14-1000-02	SHARON HOSTLETTER	50.00
38	10/29/2012	14-1000-02	ANDREA HANCOCK	20.00
38	10/29/2012	14-1000-03	CODY WINGO	10.00
43	10/31/2012	14-1000-07	JESSICA SUITS	40.00
43	10/31/2012	14-1000-07	RACHEL STORMS	40.00
4	11/06/2012	14-1000-02	DONALD SMITH	50.00
4	11/06/2012	14-1000-07	DONNA HARNETT	40.00
15	11/16/2012	14-1000-07	TOMMIE WILLIAMS REG SUB CERT	20.00
19	11/20/2012	14-1000-07	MARK FISHER	40.00
24	11/23/2012	14-1000-02	DONITA RICHARDSON	50.00
32	11/30/2012	14-1000-07	CLINT PRICE	40.00
32	11/30/2012	14-1000-07	GLORIA TARTER	40.00
32	11/30/2012	14-1000-07	SANDRA JARVIS	40.00
32	11/30/2012	14-1000-05	TWANGIE HOLMAN DUP CERT	4.00
33	11/30/2012	14-1000-02	VICTORIA MOHR CERT RENEWAL	50.00
5	12/12/2012	14-1000-02	KATHLEEN FAUSET	50.00
5	12/12/2012	14-1000-02	MARY SHAW	50.00
5	12/12/2012	14-1000-07	NELDA WILLIAM	40.00
5	12/12/2012	14-1000-02	PHIL THORNE	50.00
5	12/17/2012	14-1000-07	STEWART PHILLIPS	20.00
13	12/17/2012	14-1000-07	STEWART PHILLIPS	20.00
16	12/18/2012	14-1000-02	LILLIAN BAILEY	50.00
16	12/18/2012	14-1000-07	TYLER STACY	40.00
23	12/24/2012	14-1000-02	LAURA REYNOLDS	50.00

## REGIONAL OFFICE OF EDUCATION #21 FRANKLIN-WILLIAMSON COUNTIES

## Institute Fund Receipts Listing

July 1, 2012 - June 30, 2013

Record Date: July 01, 2012 - June 30, 2013

Visit Ticket	Date	Account Credited	Description	Amount
INSTITUTE ACCOUNT				
1	1/03/2013	14-1000-01	KATHERINE GROVES	40.00
8	1/10/2013	14-1000-02	CHERYL STEARNS (LEE)	40.00
8	1/10/2013	14-1000-07	JORDAN SPARKS	40.00
8	1/10/2013	14-1000-07	MICHELLE FORD	40.00
17	1/16/2013	14-1000	IL FUNDS EPAY FEES 9/1/12-12/31/12	1,410.00
18	1/17/2013	14-1000-07	CHRISTINE LEATHERS	40.00
18	1/17/2013	14-1000-07	CRAIG TESSONE	40.00
18	1/17/2013	14-1000-07	DEREK MATTEA	40.00
23	1/22/2013	14-1000-07	C. VACHATA FOR RACHEL VACHATA	40.00
23	1/22/2013	14-1000-07	CHRISTOPHER KAYS	40.00
32	1/25/2013	14-1000-02	MICHELLE VANNOY	40.00
33	1/28/2013	14-1000-01	ALEXANDRA MITCHELL	40.00
33	1/28/2013	14-1000-07	MEGAN BLACKBURN	40.00
33	1/28/2013	14-1000-07	R. EDMONDS FOR CAITLIN EDMONDS SUB CERT	40.00
36	1/29/2013	14-1000-02	D. EDMONDS FOR MICHELLE DE ESCH	40.00
36	1/29/2013	14-1000-05	JENNIFER FITZPATRICK	8.00
36	1/29/2013	14-1000-07	KARON DONAHUE	40.00
39	1/31/2013	14-1000-07	AARON REEVES	40.00
39	1/31/2013	14-1000-01	HOBBS-JOHNSON FH FOR SELINDA JOHNSON	40.00
39	1/31/2013	14-1000-03	HOBBS-JOHNSON FH FOR SELINDA JOHNSON	30.00
16	2/12/2013	14-1000-02	AMBER MAYFIELD	50.00
16	2/12/2013	14-1000-07	CATHERYN WIECKERT	40.00
16	2/12/2013	14-1000-07	DEBRA KELLUMS	40.00
16	2/12/2013	14-1000-07	JENNIFER WRIGHT	40.00
1	2/12/2013	14-1000-07	TAYLOR SWEETIN	40.00
18	2/14/2013	14-1000-07	SHANA YOUNG	40.00
41	2/28/2013	14-1000-07	ANDREW KARNES	40.00
38	2/28/2013	14-1000-05	HEATHER YOUNG	4.00
38	2/28/2013	14-1000-05	SELINDA JOHNSON	4.00
1	3/04/2013	14-1000-02	JEREMY FOLLOWELL	20.00
1	3/04/2013	14-1000-05	TAMMY CASTELLANO	8.00
5	3/05/2013	14-1000-02	WOODROW NEWSOM	30.00
9	3/08/2013	14-1000-09	JAMES WANGLER/REG. PROV. VOC. TEACHING	30.00
9	3/08/2013	14-1000-07	RICHARD HARP	40.00
17	3/20/2013	14-1000-07	DEBRA SZCZEBLEWSKI	40.00
17	3/20/2013	14-1000-01	HEATHER FERGUSON	40.00
20	3/22/2013	14-1000-01	BLAKE HAMPLEMAN	40.00
20	3/22/2013	14-1000-07	CARLY CRIPPS	40.00
20	3/22/2013	14-1000-07	SANDRA GILLMORE	40.00
32	3/29/2013	14-1000-07	DONNA HATCHER	40.00
7	4/08/2013	14-1000-02	TIFFANIE BEARD	20.00
10	4/11/2013	14-1000	IL FUNDS EPAY FEES 1/1/13-3/31/13	1,580.00
16	4/15/2013	14-1000-05	CHERYLE PATTERSON DREYER	8.00
2	5/03/2013	14-1000-02	KELLY CHILDERS	20.00
4	5/06/2013	14-1000-07	ANNIE HANKINS	40.00
4	5/06/2013	14-1000-02	JOYCE KING	50.00
15	5/13/2013	14-1000-02	DEBRA ONEAL	50.00
15	5/13/2013	14-1000-07	NICOLE PYRTLE	40.00
31	5/29/2013	14-1000-02	ABBY KENT	20.00
31	5/29/2013	14-1000-07	BRENDA FLOWERS	40.00
31	5/29/2013	14-1000-02	JOHN COOK	20.00
31	5/29/2013	14-1000-02	KRISTEN LAMPLEY	40.00
3	5/29/2013	14-1000-02	WILLIAM SVEDA	50.00
35	5/31/2013	14-1000-02	ALICIA OAKLEY	50.00
36	5/31/2013	14-1000-01	BART ORSO	40.00
36	5/31/2013	14-1000-02	DOUGLAS BATES	10.00
3	6/04/2013	14-1000-02	JO DAVIS	40.00

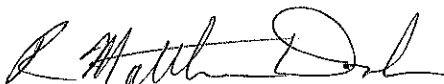
REGIONAL OFFICE OF EDUCATION #21 FRANKLIN-WILLIAMSON COUNTIES  
Institute Fund Receipts Listing  
July 1, 2012 - June 30, 2013

Record Date: July 01, 2012 - June 30, 2013

<u>Deposit Ticket</u>	<u>Date</u>	<u>Account Credited</u>	<u>Description</u>	<u>Amount</u>
INSTITUTE ACCOUNT				
11	6/11/2013	14-1000-01	MARY CHRISTENSEN	20.00
11	6/11/2013	14-1000-01	TRISTAN HARGIS	40.00
17	6/14/2013	14-1000-02	NATHAN ADDISON	20.00
17	6/14/2013	14-1000-01	SARA OATES	40.00
22	6/20/2013	14-1000-01	DERICK DUGGER	30.00
22	6/20/2013	14-1000-01	WILLIAM LEVANTI	40.00
34	6/25/2013	14-1000-01	JANICE BRILEY	40.00
42	6/28/2013	14-1000-07	AARON SANCHEZ	40.00
42	6/28/2013	14-1000-01	BOBBY MARKOTAY	40.00
42	6/28/2013	14-1000-02	GWENDA GROVES	50.00

Total for Institute Account

\$ 28,495.00



Prepared by SUP for ROE 21 Benton

12-23-13

Date

REGIONAL OFFICE OF EDUCATION #21 FRANKLIN-WILLIAMSON COUNTIES  
Institute Fund Disbursements Listing  
July 1, 2012 - June 30, 2013

Record Date: July 01, 2012 - June 30, 2013

<u>Date</u>	<u>Account Debited</u>	<u>Account Credited</u>	<u>Description</u>	<u>Check</u>	<u>Amount</u>
7/10/2012	14-2000-410	14-101	CERTIFICATION SUPPLIES	47521	257.71
8/16/2012	14-2000	14-101	K. ENDEBROCK REG. FEE FOR "TRAIN THE TRAINER" EVAL TRNG WITH CEC	47619	1,850.00
8/16/2012	14-2000-410	14-101	2 BOXES OF LABELS & DRY ERASE MARKERS	47625	30.67
8/22/2012	14-1000-02	14-101	BACK FEES FOR TEACHING CERTIFICATE RENEWAL	47646	40.00
8/22/2012	14-2000-410	14-101	125 SETS/RELEASE OF CRIM HIST RECORD CHECK	47651	58.00
8/29/2012	14-2000-410	14-101	1 BOX 9x12 CLASP ENVELOPES	47670	7.15
8/30/2012	14-2000-410	14-101	14-MONTH APPT. BOOK	47681	20.68
9/07/2012	14-1000-07	14-101	NSF CHECK	0	40.00
9/19/2012	14-2000-300	14-101	PRESENTER FEES FOR WORKSHOP 9/19/12	47779	1,000.00
9/19/2012	14-2000-300	14-101	PRESENTER FEES FOR WORKSHOP 9/19/12	47780	1,000.00
9/19/2012	14-2000-300	14-101	PRESENTER FEES FOR WORKSHOP 9/19/12	47781	1,000.00
9/19/2012	14-2000-300	14-101	PRESENTER FEES FOR WORKSHOP 9/19/12	47782	1,000.00
10/03/2012	14-2000-332	14-101	REIMB SEPTEMBER 2012 TRAVEL/FINGERPRINT TRAINING	47816	45.85
10/03/2012	14-2000-410	14-101	INK PENS	47832	18.25
10/11/2012	14-2000-326	14-101	LUNCHEON EXP/K-8 PRINCIPALS ROUNDTABLE	47852	259.20
10/16/2012	14-2000-300	14-101	LUNCHEON EXP/HS PRINCIPALS ROUNDTABLE	47890	153.90
10/25/2012	14-2000-300	14-101	PRESENTER FEES FOR DIFFERENTIATED INSTRUCTION WORKSHOP	47824	3,000.00
11/14/2012	14-2000-332	14-101	REIMB OCT 2012 CERTIFICATION TRAVEL EXP	47965	61.05
11/20/2012	14-2000-300	14-101	CHARGES FOR MT. VERNON CONFERENCE 10/25-10/26/2012	48043	1,000.00
11/26/2012	14-2000-300	14-101	PRESENTER FEES FOR WORKSHOP	48052	1,000.00
12/05/2012	14-2000-410	14-101	2 PK8 PK CANNED AIR	48091	69.70
12/07/2012	14-2000-300	14-101	BREAKFAST EXPENSE/F-W SUPT'S MTG	48104	190.00
12/12/2012	14-2000-332	14-101	REIMB NOVEMBER 2012 CERTIFICATION TRAVEL	48122	64.20
12/12/2012	14-2000-332	14-101	REIMB NOVEMBER 2012 CERTIFICATION TRAVEL	48124	49.77
1/02/2013	14-2000-332	14-101	REIMB EXP FOR CONDUCTING IPADS A-Z WKSHP 12/12/12 AT JALC	48182	611.66
1/02/2013	14-2000-300	14-101	PRESENTER FEE FOR CONDUCTING IPADS A-Z WKSHP 12/12/12 AT JALC	48182	2,000.00
1/17/2013	14-2000-332	14-101	REIMB DECEMBER 2012 CERTIFICATION TRAVEL	48249	5.00
2/06/2013	14-2000-340	14-101	INTERNET	48305	36.36
2/06/2013	14-2000-340	14-101	INTERNET	48305	36.36
2/06/2013	14-2000-340	14-101	PHONES 438-9711	48309	24.40
2/06/2013	14-2000-332	14-101	REIMB JANUARY 2013 MILEAGE	48312	52.55
2/06/2013	14-2000-410	14-101	PAPER CLIPS	48323	3.78
2/06/2013	14-2000-323	14-101	COPIES	48328	16.42
2/06/2013	14-2000-323	14-101	COPIER	48330	30.32
2/06/2013	14-2000-323	14-101	COPIER	48331	53.07
2/14/2013	14-2000-332	14-101	REIMB TRAVEL	48353	23.73
2/27/2013	14-2000-340	14-101	PHONES	48396	67.22

**REGIONAL OFFICE OF EDUCATION #21 FRANKLIN-WILLIAMSON COUNTIES**  
**Institute Fund Disbursements Listing**  
**July 1, 2012 - June 30, 2013**

Record Date: July 01, 2012 - June 30, 2013

<u>Date</u>	<u>Account Debited</u>	<u>Account Credited</u>	<u>Description</u>	<u>Check</u>	<u>Amount</u>
2/27/2013	14-2000-340	14-101	TELEPHONE	48399	16.00
2/27/2013	14-2000-410	14-101	8 X 12 CLASP ENVELOPES	48404	14.58
3/07/2013	14-2000-340	14-101	INTERNET	48423	33.33
3/07/2013	14-2000-340	14-101	INTERNET	48423	36.36
3/07/2013	14-2000-300	14-101	PRESENTATION FEE FOR KEVIN HONEYCUTT/KEYNOTE AT TECH SHOWCASE	48427	4,500.00
3/07/2013	14-2000-340	14-101	618-438-9711/BENTON PHONES	48429	24.54
3/07/2013	14-2000-300	14-101	PRESENTATION FEE FOR TECH SHOWCASE ADMIN ACADEMY	48431	2,700.00
3/07/2013	14-2000-300	14-101	PRESENTER FEE FOR TECH SHOWCASE SPOTLIGHT SPEAKER 2/21/2013	48441	2,000.00
3/07/2013	14-2000-323	14-101	COPIER	48458	30.32
3/07/2013	14-2000-323	14-101	COPIER	48457	53.07
3/07/2013	14-2000-332	14-101	REIMB FEBRUARY 2013 TRAVEL	48460	12.94
3/13/2013	14-2000-410	14-101	STICKY NTOES	48472	14.38
3/20/2013	14-2000-300	14-101	ADMIN ACADEMY PRESENTATION 2/1 AND 4/11/2013	48488	900.00
3/21/2013	14-2000-340	14-101	618-993-2898/MARION PHONES	48483	15.89
4/03/2013	14-2000-340	14-101	PHONES	48507	67.22
4/09/2013	14-2000-323	14-101	COPIES	48526	10.47
4/10/2013	14-2000-323	14-101	TO RECORD ERROR IN BANK CLEARING AMOUNT	0	9.04
4/10/2013	14-2000-340	14-101	INTERNET SERVICE	48529	33.33
4/10/2013	14-2000-340	14-101	INTERNET SERVICE	48529	36.36
4/10/2013	14-2000-340	14-101	618-438-9711/BENTON PHONES	48531	24.59
4/10/2013	14-2000-323	14-101	COPIER	48542	30.32
4/10/2013	14-2000-323	14-101	COPIER	48543	53.07
4/24/2013	14-2000-340	14-101	PHONES	48583	67.22
4/24/2013	14-2000-340	14-101	618-993-2898/MARION PHONES	48588	15.82
4/30/2013	14-2000-332	14-101	REIMB TRAVEL EXP	48613	61.02
4/30/2013	14-2000-323	14-101	METER READING	48627	1.51
4/30/2013	14-2000-323	14-101	COPIES	48627	7.67
5/07/2013	14-2000-323	14-101	TO CORRECT BANK ERROR IN CHECK CLEARING AMOUNT	0	9.04
5/08/2013	14-2000-340	14-101	INTERNET	48639	33.33
5/08/2013	14-2000-340	14-101	INTERNET	48638	36.36
5/08/2013	14-2000-340	14-101	618-438-9711/BENTON PHONES	48644	24.48
5/08/2013	14-2000-410	14-101	MARION FAX	48662	28.77
5/08/2013	14-2000-323	14-101	COPIER	48663	30.32
5/08/2013	14-2000-323	14-101	COPIER	48664	53.07
5/16/2013	14-2000-332	14-101	REIMB MARCH 2013 INSTITUTE TRAVEL	48692	11.30
5/22/2013	14-2000-300	14-101	ADMIN ACADEMY PRESENTATION FEES 6/5/2013	48710	750.00
5/22/2013	14-2000-300	14-101	ADMIN ACADEMY PRESENTATION FEES 6/5/2013	48718	750.00
5/29/2013	14-2000-340	14-101	PHONES	48727	67.22

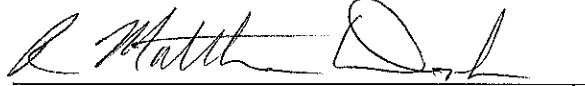
REGIONAL OFFICE OF EDUCATION #21 FRANKLIN-WILLIAMSON COUNTIES  
Institute Fund Disbursements Listing  
July 1, 2012 - June 30, 2013

Record Date: July 01, 2012 - June 30, 2013

<u>Date</u>	<u>Account Debited</u>	<u>Account Credited</u>	<u>Description</u>	<u>Check</u>	<u>Amount</u>
5/29/2013	14-2000-323	14-101	COPIES	48749	0.12
6/05/2013	14-2000-340	14-101	PHONE/INTERNET SERVICE	48761	38.36
6/05/2013	14-2000-340	14-101	PHONE/INTERNET SERVICE	48761	60.50
6/05/2013	14-2000-410	14-101	2013-14 AT A GLANCE WEEKLY PLANNER	48776	20.96
6/05/2013	14-2000-323	14-101	COPIER	48783	30.32
6/05/2013	14-2000-323	14-101	COPIER	48784	53.07
6/13/2013	14-2000-323	14-101	COPIES	48824	105.08
6/20/2013	14-2000-332	14-101	REIMB MAY 2013 INSTITUTE TRAVEL	48834	11.87
6/20/2013	14-2000-323	14-101	METER READING	48843	0.58
6/20/2013	14-2000-323	14-101	COPIES	48843	37.42
6/26/2013	14-2000-340	14-101	PHONES/INTERNET	48855	49.13
6/26/2013	14-2000-340	14-101	PHONES/INTERNET	48855	92.58
6/26/2013	14-2000-340	14-101	PHONES	48856	67.22
6/26/2013	14-2000-323	14-101	COPIER	48862	30.32
6/26/2013	14-2000-323	14-101	Void Check - COPIER	48863	53.07
6/26/2013	14-2000-323	14-101	COPIER	48863	53.07
6/26/2013	14-2000-410	14-101	3 BOXES LABELS AND NOTARY SEALS	48862	41.87
6/26/2013	14-2000-323	14-101	COPIER	48893	53.07
6/26/2013	14-2000-332	14-101	REIMB JUNE 2013 INSTITUTE TRAVEL	48897	21.13

Total for Institute Account

\$28,252.10



Prepared by SUP for ROE 21 Benton

12 - 23 - 13  
Date



Franklin-Williamson  
Regional Office of Education #21  
**Matt Donkin**  
Regional Superintendent of Schools  
www.roe21.org  
December 23, 2013



**FILED**

DEC 30 2013

*Steve Dobill*  
**COUNTY CLERK**

Members of the Franklin County Board  
C/o Honorable David Dobill  
Franklin County Clerk & Recorder  
P.O. Box 607  
Benton, IL 62812

RE: ILLINOIS SCHOOL CODE  
(105 ILCS 5/3-6)  
STATEMENT OF CONDITION  
OF THE OFFICE ACCOUNT

Dear Franklin County Board Members:

The Illinois School Code (105 ILCS 5/3-6) requires the Regional Superintendent of Schools to report, in writing, to the county board, on or before January 1 of each year, stating: (1) the balance on hand at the beginning of the year; (2) all receipts within the previous year, with the sources from which they were derived; (3) the amount distributed to each of the school treasurers in his county; and (4) any balance on hand.

- (1) The balance at the start of FY 2013 (July 1, 2012) was \$ 586,629.88.
- (2) The total receipts for the year were \$ 11,390,339.21.
- (3) The total amount distributed from the Fund was \$ 11,575,116.67.
- (4) The balance on hand at the end of FY 2013 (June 30, 2013) was \$ 401,473.12.

Enclosed is an income summary report for the Regional Office's cash transactions during fiscal year 2013, as well as a report of all disbursements to the districts within the jurisdiction of the office during that year. Both reports include the receipts and expenditures related to administration of each county's school facility occupation tax.

If you have any questions regarding this matter, please feel free to contact me at my office at 202 West Main Street, Second Floor, Franklin County Annex Building, Benton, IL or at 618-438-9711.

Sincerely,

R. Matthew Donkin  
Regional Superintendent of Schools  
Franklin-Williamson Counties

RMD/sml  
Enclosures

**Franklin County Annex Building**  
202 West Main Street  
Benton, IL 62812  
618-438-9711  
Fax: 618-435-2861

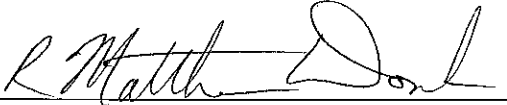
**Williamson County Administrative Building**  
407 North Monroe Street - Suite 300  
Marion, IL 62959  
618-998-1283  
Fax: 618-998-9226



**REGIONAL OFFICE OF EDUCATION #21 FRANKLIN-WILLIAMSON COUNTIES**  
**Financial Report Income Summary**  
**July 1, 2012 - June 30, 2013**

**Group by Fund**

<b>Fund</b>	<b>Beginning Balance</b>	<b>Revenues</b>	<b>Expenses</b>	<b>Adjustments</b>	<b>Change</b>	<b>Ending Balance</b>	<b>% Change</b>
01 CERT FEE	(\$689.99)	\$11,864.00	\$13,060.00	(\$50.00)	(\$1,246.00)	(\$1,935.99)	180.58%
02 PUPIL TRANS	\$4,617.05	\$2,915.00	\$276.57	\$29.95	\$2,668.38	\$7,285.43	57.79%
03 GED	(\$11,623.16)	\$17,930.50	\$8,944.90	\$0.00	\$8,985.60	(\$2,637.56)	-77.31%
06 FR/WMSON CO BUDGET	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
07 SOS (RESPRO)	\$3,301.31	\$25,843.84	\$3,300.88	(\$25,844.27)	(\$3,301.31)	\$0.00	-100.00%
08 ENTERPRISE/WORKSHOP	\$70,141.92	\$21,702.53	\$23,682.54	(\$601.55)	(\$2,581.56)	\$67,560.36	-3.68%
09 SCHOOL FACILITY OCCUPATION TAX	\$272.20	\$7,469,893.83	\$9,053,034.59	\$1,583,069.60	(\$71.36)	\$200.84	-26.22%
12 IL NEW PRINCIPAL MENTORING PROGRAM	\$5,367.74	\$0.00	\$0.00	\$0.00	\$0.00	\$5,367.74	0.00%
13 2012 IL FAMILY VIOLENCE PREVENTION	\$4,661.48	\$5,941.00	\$10,602.48	\$0.00	(\$4,661.48)	\$0.00	-100.00%
14 INSTITUTE ACCOUNT	\$35,287.15	\$28,415.00	\$28,172.10	(\$177.51)	\$65.39	\$35,352.54	0.19%
18 TITLE II LEADERSHIP GRANT	\$0.00	\$0.00	\$4,700.00	\$0.00	(\$4,700.00)	(\$4,700.00)	0.00%
20 ESQUIRE FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
21 GENERAL OPERATING FUND	\$102,880.01	\$41,821.50	\$49,442.55	(\$2,681.51)	(\$10,302.56)	\$92,577.45	-10.01%
23 CTEI GRANT	(\$14,056.60)	\$0.00	(\$14,056.60)	\$0.00	\$14,056.60	\$0.00	-100.00%
25 SCHOOL FAC OCC TAX INTEREST	\$0.00	\$14,672.87	\$2,672.85	\$0.00	\$11,999.92	\$11,999.92	0.00%
28 SAFE SCHOOL	(\$24,550.90)	\$82,931.00	\$70,603.54	\$547.44	\$12,874.90	(\$11,676.00)	-52.44%
32 ECHO TITLE II TEACHER QUALITY	\$0.00	\$0.00	\$0.00	(\$250.00)	(\$250.00)	(\$250.00)	0.00%
34 CARL PERKINS GRANT	(\$5,780.69)	\$0.00	\$1,979.21	(\$0.38)	(\$1,979.59)	(\$7,760.28)	34.24%
38 SAFE SCHOOL ST AID	\$216,826.01	\$70,932.01	\$122,368.48	(\$547.44)	(\$52,003.91)	\$184,822.10	-23.98%
1 FY'12 SSOS	(\$27,808.90)	\$14,777.40	\$14,984.58	\$28,016.08	\$27,808.90	\$0.00	-100.00%
42 ROE SERVICES	\$0.00	\$27,137.00	\$33,977.85	\$4,368.85	(\$2,472.00)	(\$2,472.00)	0.00%
43 INTEREST ALLOCATION FUND	\$18,344.28	\$1,228.12	\$0.00	\$0.00	\$1,228.12	\$19,572.40	6.69%
44 FY'13 PCCS (STATE)	\$0.00	\$66,453.81	\$86,513.82	(\$6,695.18)	(\$26,755.19)	(\$26,755.19)	0.00%
45 FY'12 PCCS (STATE)	(\$26,016.81)	\$26,695.44	\$7,181.93	\$6,503.30	\$26,016.81	\$0.00	-100.00%
46 ACADEMIC ACHIEVEMENT FUND	\$1,806.47	\$0.00	\$3,207.76	\$0.00	(\$3,207.76)	(\$1,401.29)	-177.57%
59 MAN TRA CON (ECHO)	\$0.00	\$38,500.00	\$74,903.17	\$36,403.17	\$0.00	\$0.00	0.00%
60 TAP GRANT	(\$11,388.96)	\$50,731.80	\$39,423.34	\$80.50	\$11,388.96	\$0.00	-100.00%
61 FRANKLIN WMSON ECHO PROG	\$340,056.73	\$1,035,982.49	\$1,188,128.71	(\$9,285.25)	(\$161,431.47)	\$178,625.26	-47.47%
65 TECHNOLOGY	\$17,447.00	\$26,231.03	\$8,910.28	\$16,698.07	\$34,018.82	\$51,465.82	194.98%
71 FY'13 HOMELESS GRANT	\$0.00	\$66,525.00	\$154,585.00	(\$66.96)	(\$88,126.96)	(\$88,126.96)	0.00%
73 FY'13 SSOS	\$0.00	\$35,707.74	\$2,150.68	(\$29,530.50)	\$4,026.56	\$4,026.56	0.00%
75 COMMUNITY PREVENTION RESOURCE PROGR	(\$9,490.43)	\$182,637.99	\$220,114.36	\$39.58	(\$37,436.79)	(\$46,927.22)	394.47%
76 PREVENTION SOCIAL MARKETING	\$566.45	\$0.00	\$486.46	(\$39.58)	(\$526.04)	\$40.41	-92.87%
83 LUNCH/ECHO ST REIMB	\$712.10	\$40,078.67	\$37,272.14	\$0.00	\$2,806.53	\$3,518.63	394.12%
90 WMSON CO FILM LIBRARY	\$17,088.06	\$0.00	\$0.00	(\$17,088.06)	(\$17,088.06)	\$0.00	-100.00%
95 FY'12 HOMELESS GRANT	(\$47,474.38)	\$103,504.00	\$56,098.57	\$66.85	\$47,474.38	\$0.00	-100.00%
99 PAPER BID	(\$73,865.26)	\$166,471.05	\$138,905.64	\$0.00	\$27,565.41	(\$46,299.85)	-37.32%
<b>Totals:</b>	<b>\$586,629.88</b>	<b>\$9,677,524.42</b>	<b>\$11,445,646.48</b>	<b>\$1,582,965.30</b>	<b>(\$185,156.76)</b>	<b>\$401,473.12</b>	<b>-31.56%</b>



Prepared by SUP for ROE 21 Benton

12-23-13

Date

**REGIONAL OFFICE OF EDUCATION #21 FRANKLIN-WILLIAMSON COUNTIES**  
**Disbursements to Franklin & Williamson County Districts**  
**July 1, 2012 - June 30, 2013**

<b><i>School District</i></b>	<b><i>Total Distributed</i></b>
Akin CCSD #91	\$ 34,552.50
Benton CCSD #47	\$ 418,702.27
Benton CHSD #103	\$ 232,721.64
Carterville CUSD #5	\$ 1,316,289.42
Christopher CUSD #99	\$ 325,939.09
Crab Orchard CUSD #3	\$ 302,241.04
Ewing-Northern CCSD #115	\$ 79,112.05
Frankfort CUSD #168	\$ 700,322.95
Herrin CUSD #4	\$ 1,624,825.88
Johnston City CUSD #1	\$ 811,884.23
Marion CUSD #2	\$ 2,573,485.05
Sesser-Valier CUSD #196	\$ 272,546.79
Thompsonville CUSD #174	\$ 118,211.83
Zeigler-Royalton CUSD #188	\$ 238,879.49
<b><i>Grand Total</i></b>	<b><u>\$ 9,049,714.23</u></b>



*Prepared by SUP for ROE 21 Benton*

*12-23-13*

*Date*



Franklin-Williamson  
Regional Office of Education #21  
**Matt Donkin**  
Regional Superintendent of Schools  
www.roe21.org  
December 23, 2013



**FILED**

DEC 30 2013

*David Dobill*  
**COUNTY CLERK**

Members of the Franklin County Board  
C/o Honorable David Dobill  
Franklin County Clerk & Recorder  
P.O. Box 607  
Benton, IL 62812

RE: ILLINOIS SCHOOL CODE  
(105 ILCS 5/3-6)  
STATEMENT OF CONDITION  
OF THE DISTRIBUTIVE FUND

Dear Franklin County Board Members:

The Illinois School Code (105 ILCS 5/3-6) requires the Regional Superintendent of Schools to report, in writing, to the county board, on or before January 1 of each year, stating: (1) the balance on hand at the beginning of the year; (2) all receipts within the previous year deposited in the Fund, with the sources from which they were derived; (3) the amount distributed from the Fund and the purposes for which such distributions were made; and (4) the balance on hand in the Fund.

- (1) The balance at the start of FY 2013 (July 1, 2012) was \$ 31.77
- (2) The total receipts for the year were \$ 10,583,930.02
- (3) The total amount distributed from the Fund was \$ 10,583,930.83
- (4) The balance on hand at the end of FY 2013 (June 30, 2013) was \$ 30.96

If you have any questions regarding this matter, please feel free to contact me at my office at 202 West Main Street, Second Floor, Franklin County Annex Building, Benton, IL or at 618-438-9711.

Sincerely,

R. Matthew Donkin  
Regional Superintendent of Schools  
Franklin-Williamson Counties

RMD/sml  
Enclosures

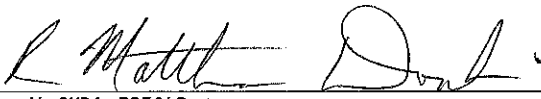
**Franklin County Annex Building**  
202 West Main Street  
Benton, IL 62812  
618-438-9711  
Fax: 618-435-2861

**Williamson County Administrative Building**  
407 North Monroe Street - Suite 300  
Marion, IL 62959  
618-998-1283  
Fax: 618-998-9226

**REGIONAL OFFICE OF EDUCATION #21 FRANKLIN-WILLIAMSON COUNTIES**  
**Financial Report Income Summary**  
**July 1, 2012 - June 30, 2013**

**Group by Fund**

<u>Fund</u>	<u>Beginning Balance</u>	<u>Revenues</u>	<u>Expenses</u>	<u>Adjustments</u>	<u>Change</u>	<u>Ending Balance</u>	<u>% Change</u>
02 ROE SCHL BUS DR TRAINING	\$0.00	\$779.00	\$779.00	\$0.00	\$0.00	\$0.00	0.00%
05 FEDERAL LUNCH	\$7,430.75	\$23,993.07	\$23,993.07	(\$7,430.75)	(\$7,430.75)	\$0.00	-100.00%
06 IL FREE LUNCH/BRKFST	\$0.00	\$1,074.22	\$1,074.22	\$0.00	\$0.00	\$0.00	0.00%
34 CARL PERKINS GRANT	\$0.00	\$86,776.00	\$86,776.00	\$0.00	\$0.00	\$0.00	0.00%
43 FED SCHOOL BREAKFAST PRO	\$0.00	\$11,583.08	\$11,583.08	\$0.00	\$0.00	\$0.00	0.00%
50 REG SUPT OF SCHOOLS DISTRIB (INT)	\$31.77	\$60.86	\$61.67	\$0.00	(\$0.81)	\$30.96	-2.55%
56 GENERAL STATE AID	(\$7,430.75)	\$834,815.20	\$834,815.20	\$7,430.75	\$7,430.75	\$0.00	-100.00%
57 ROE/ESC OPERATIONS	\$0.00	\$27,137.00	\$27,137.00	\$0.00	\$0.00	\$0.00	0.00%
62 VOC SECONDARY PROG IMPRV	\$0.00	\$291,717.00	\$291,717.00	\$0.00	\$0.00	\$0.00	0.00%
82 MCKINNEY ED HOMELESS GRANT	\$0.00	\$170,029.00	\$170,029.00	\$0.00	\$0.00	\$0.00	0.00%
96 REGIONAL SAFE SCHOOL PRO	\$0.00	\$82,931.00	\$82,931.00	\$0.00	\$0.00	\$0.00	0.00%
96 SCH FAC OCC TAX	\$0.00	\$9,053,034.59	\$9,053,034.59	\$0.00	\$0.00	\$0.00	0.00%
<b>Totals:</b>	<b>\$31.77</b>	<b>\$10,583,930.02</b>	<b>\$10,583,930.63</b>	<b>\$0.00</b>	<b>(\$0.81)</b>	<b>\$30.96</b>	<b>-2.55%</b>

  
 Prepared by SUP for ROE 21 Benton

12-23-13  
 Date

AGREEMENT NO. 2014-01

JAN 22 2014

## AGREEMENT

Steve Sobell  
COUNTY CLERK

Franklin County and Part Time Public Defender Michael Rowland

This Agreement entered into on this 21<sup>st</sup> day of Jan, 2014 between Franklin County,

an Illinois County and Michael Rowland, attorney at law.

**I. Recitals:**

That Franklin County is a county organized under the laws of the State of Illinois, which desires to retain attorney Michael Rowland as Public Defender on a part time basis as described in 55 ILCS 5/3-4007 to perform legal services for indigent persons who appear before the Franklin County Court in accordance with 55 ILCS 5/3-4006.

The parties wish to memorialize the agreement between attorney Michael Rowland and Franklin County concerning the work of Attorney Michael Rowland serving as a Franklin County Public Defender.

**II. Terms:**

That the county has agreed to pay to Michael Rowland the sum of \$90,000.00 per year, place Mr. Rowland on the county's health insurance plan and shall contribute toward Mr. Rowland's retirement under the Illinois Municipal Retirement Fund (IMRF) in accordance with the applicable rates and guidelines set forth by IMRF in exchange for Mr. Rowland's representation of all indigent persons in the Franklin County Court system to which he is appointed by any judge in the Franklin County Court System and performing the obligations of a public defender for Franklin County as described by 55 ILCS 5/3-4006.

That Michael Rowland states that he is an attorney licensed to practice law in the State of Illinois and that his law license is in "good standing" with the Illinois State Bar.

That Michael Rowland agrees to accept all appointments made by said judges except for appointments made which create actual 'conflicts of interest' so that Michael Rowland cannot ethically represent said person. Any actual 'conflicts of interest' that come to attorney Michael Rowland's attention shall be immediately reported to the Resident Circuit Judge of Franklin County or otherwise brought before the court's attention so that arrangements can be made for the appointment of other counsel.

That Michael Rowland shall immediately report to the Resident Judge of Franklin County any change in the status of his law license while serving as the Public Defender of Franklin County.

Attorney Michael Rowland will serve as Public Defender on a part time basis and he shall be free to pursue a private practice of law, but shall maintain his schedule so that he is routinely available to appear in court and represent persons to which he has been appointed.

In addition, the county is under no obligation to provide office space, office supplies, legal research materials, secretarial services or malpractice insurance to Attorney Michael Rowland and Attorney Michael Rowland understands and acknowledges that he is serving in the position on a part time basis within the meaning of the Illinois County Code (55ILCS 5/3-4007) and accepts the compensation detailed herein. Mr. Rowland, by entering into this agreement expressly waives any claim that he may have for additional compensation in performing his duties as Franklin County public Defender.

In the event that the County provides to Attorney Michael Rowland any office space, supplies, or other services which are not obligated under this agreement, the County is doing so on a voluntary basis and the future provision of the same shall not be binding on the County.

In the event that Attorney Michael Rowland, based on his professional review of the case, believes that expert consultation, witnesses, or other expenses are necessary to perform his duties for a particular client, he shall report said necessity to the court for approval of these additional expenses and shall not obligate the county to expenses without court approval.

The length of this initial appointment shall be for a period of 3 years from the date of the execution of this agreement and may be renewed by the parties thereafter upon a written memoranda to be signed by the parties.

Either party may terminate the term of this agreement by providing the other party 30 days written notice at the address listed below their signature lines.

Entered into freely and voluntarily on this 21<sup>st</sup> day of January, 2014.

Franklin County,

By: Randall Crocker  
Randall Crocker, Chairman  
Franklin County Board  
202 West Main Street  
Benton, IL 62812

Attorney Michael Rowland,

Michael Rowland  
Michael Rowland, Attorney at Law  
Christopher, Illinois

AGREEMENT NO.  
2014-02

**FILED**

JAN 22 2014

**MEMORANDUM OF UNDERSTANDING**

Assistant or "Special" Public Defender Jason Drew, ~~County Clerk~~ *Independent Contractor*

This memorandum of understanding entered into on this 27 day of Jan, 2014

between Franklin County, an Illinois County and Jason Drew, attorney at law.

**I. Recitals:**

That Franklin County is a county organized under the laws of the State of Illinois, which desires to retain attorney Jason Drew as an Assistant or "Special Public Defender" to perform legal services for indigent persons who appear before the Franklin County Court in accordance with 55 ILCS 5/3-4008.

That Michael Rowland, the Public Defender of Franklin County of Franklin County, has nominated Jason Drew to serve as an Assistant Public Defender in accordance with 55 ILCS 5/3-4008 and the Judges of the Second Judicial Circuit have approved Jason Drew for the office of Franklin County Assistant or "Special" Public Defender.

The parties wish to memorialize the agreement between attorney Jason Drew and Franklin County concerning the independent contract work of Attorney Jason Drew serving as a Franklin County Assistant or "Special Public Defender".

**II. Terms:**

That the county has agreed to pay to Jason Drew the sum of \$40,000.00 per year to represent all indigent persons in the Franklin County Court system to which he is appointed by any judge in the Franklin County Court System. Said payments shall be made in equal monthly payments by Franklin County to Attorney Jason Drew.

That Jason Drew sates that he is an attorney licensed to practice law in the State of Illinois and the his law license is in "good standing" with the Illinois State Bar.



That Jason Drew agrees to accept all appointments made by said judges except for appointments made which create actual 'conflicts of interest' so that Jason Drew cannot ethically represent said person. Any actual 'conflicts of interest' that come to attorney Jason Drew's attention shall be immediately reported to the Resident Circuit Judge of Franklin County or otherwise brought before the court's attention so that arrangements can be made for the appointment of other counsel.

That Jason Drew shall immediately report to the Resident Judge of Franklin County any change in the status of his law license while serving as the Assistant or "Special" Public Defender of Franklin County.

Attorney Jason Drew will serve as Assistant or "Special" Public Defender on an independent contractor basis and shall be entitled to **no** additional benefits or compensation other than the annual fee as set forth herein. In addition, the county is under no obligation to provide office space, office supplies, legal research materials, secretarial services or malpractice insurance to Attorney Jason Drew and Attorney Jason Drew understands and acknowledges that he is serving in the position as an Assistant or "Special Pubic Defender" on an independent contractor basis. Attorney Jason Drew is free to pursue a private practice of law, but shall maintain his schedule so that he is routinely available to appear in court and represent persons to which he has been appointed.

In the event that the County provides to Attorney Jason Drew any office space, supplies, or other services which are not obligated under this agreement, the County is doing so on a voluntary basis and the future provision of the same shall not be binding on the County.

In the event that Attorney Jason Drew, based on his professional review of the case, believes that expert consultation, witnesses, or other expenses are necessary to perform his duties for a particular client, he shall report said necessity to the court for approval of these additional expenses and shall not obligate the county to expenses without court approval.

Attorney Jason Drew, although nominated by the Franklin County Public Defender, shall have no affiliation with the Franklin County Public Defender and shall assure that his files are kept separate from the Franklin County Public Defender and any other assistant or "special" public defenders and shall to take steps as is necessary to avoid any conflicts of interests between the Franklin County Public Defender and the Assistant or "Special" Public Defenders.

The length of this initial appointment shall be for a period of 3 years. The initial term shall be deemed to have begun on January 1, 2014 and may be renewed by the parties thereafter upon a written memoranda to be signed by the parties.

Either party may terminate the term of this agreement by providing the other party 30 days written notice at the address listed below their signature lines.

Entered into freely and voluntarily on this 21<sup>st</sup> day of January, 2014.

Franklin County,

By: \_\_\_\_\_

Randall Crocker  
Randall Crocker, Chairman  
Franklin County Board  
202 West Main Street  
Benton, IL 62812

Attorney Jason Drew, \_\_\_\_\_

Jason Drew  
Jason Drew, Attorney at Law  
905 West Washington Street  
Benton, IL 62812

AGREEMENT NO.  
2014-03

FILED

JAN 22 2014

MEMORANDUM OF UNDERSTANDING  
Assistant or "Special" Public Defender Kevin Popit, as Independent Contractor  
This memorandum of understanding entered into on this 21<sup>st</sup> day of Jan, 2014

between Franklin County, an Illinois County and Kevin Popit, attorney at law.

**I. Recitals:**

That Franklin County is a county organized under the laws of the State of Illinois, which desires to retain attorney Kevin Popit as an Assistant or "Special Public Defender" to perform legal services for indigent persons who appear before the Franklin County Court in accordance with 55 ILCS 5/3-4008.

That Michael Rowland, the Public Defender of Franklin County of Franklin County, has nominated Kevin Popit to serve as an Assistant Public Defender in accordance with 55 ILCS 5/3-4008.

The parties wish to memorialize the agreement between attorney Kevin Popit and Franklin County concerning the independent contract work of Attorney Kevin Popit serving as a Franklin County Assistant or "Special Public Defender".

**II. Terms:**

That the county has agreed to pay to Kevin Popit the sum of \$24,000.00 per year to represent all indigent persons in the Franklin County Court system to which he is appointed by any judge in the Franklin County Court System. Said payments shall be made in equal monthly payments by Franklin County to Attorney Kevin Popit.

That Kevin Popit sates that he is an attorney licensed to practice law in the State of Illinois and the his law license is in "good standing" with the Illinois State Bar.

That Kevin Popit agrees to accept all appointments made by said judges except for appointments made which create actual 'conflicts of interest' so that Kevin Popit cannot ethically represent said person. Any actual 'conflicts of interest' that come to attorney Kevin Popit's attention shall be immediately reported to the Resident Circuit Judge of Franklin County or otherwise brought before the court's attention so that arrangements can be made for the appointment of other counsel.

That Kevin Popit shall immediately report to the Resident Judge of Franklin County any change in the status of his law license while serving as the Assistant or "Special" Public Defender of Franklin County.

Attorney Kevin Popit will serve as an Assistant or "Special" Public Defender on an independent contractor basis and shall be entitled to **no** additional benefits or compensation other than the annual fee as set forth herein. In addition, the county is under no obligation to provide office space, office supplies, legal research materials, secretarial services or malpractice insurance to Attorney Kevin Popit and Attorney Kevin Popit understands and acknowledges that he is serving in the position as an Assistant or "Special Pubic Defender" on an independent contractor basis. Attorney Kevin Popit is free to pursue a private practice of law, but shall maintain his schedule so that he is routinely available to appear in court and represent persons to which he has been appointed.

In the event that the County provides to Attorney Kevin Popit any office space, supplies, or other services which are not obligated under this agreement, the County is doing so on a voluntary basis and the future provision of the same shall not be binding on the County.

In the event that Attorney Kevin Popit, based on his professional review of the case, believes that expert consultation, witnesses, or other expenses are necessary to perform his duties for a particular client, he shall report said necessity to the court for approval of these additional expenses and shall not obligate the county to expenses without court approval.

Attorney Kevin Popit, although nominated by the Franklin County Public Defender, shall have no affiliation with the Franklin County Public Defender and shall assure that his files are kept separate from the Franklin County Public Defender and any other assistant or "special" public defenders and shall to take steps as is necessary to avoid any conflicts of interests between the Franklin County Public Defender and the Assistant or "Special" Public Defenders.

The length of this initial appointment shall be for a period of 3 years. The initial term began on January 1, 2014 and may be renewed by the parties thereafter upon a written memoranda to be signed by the parties.

Either party may terminate the term of this agreement by providing the other party 30 days written notice at the address listed below their signature lines.

Entered into freely and voluntarily on this 21<sup>st</sup> day of January, 2014.

Franklin County,

By: Randall Crocker  
Randall Crocker, Chairman  
Franklin County Board  
202 West Main Street  
Benton, IL 62812

Attorney Kevin Popit,  
Kevin C. Popit  
Kevin Popit, Attorney at Law  
105 N. Main Street  
Benton, IL 62812



# Hudgens & Meyer LLC

CERTIFIED PUBLIC ACCOUNTANTS

1800 W. Boulevard

Marion, IL 62959

(618) 993-5553

Fax: (618) 993-3394

hudgensmeyer.com

January 14, 2014

Franklin County Government  
Franklin County Courthouse  
Benton, IL 62812

We are pleased to confirm our understanding of the services we are to provide Franklin County Government for the year ended November 30, 2013. We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the entity's basic financial statements of Franklin County Government as of and for the year ended November 30, 2013. Accounting standards generally accepted in the United States provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Franklin County Government's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Franklin County's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or to provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's discussion and analysis, if presented.
2. GASB required pension information.
3. Budgetary comparison schedules.

We have also been engaged to report on supplementary information other than RSI that accompanies Franklin County Government's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole:

1. Schedule of expenditures of federal awards, if presented.

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and for which our auditor's report will not provide an opinion or any assurance:

1. Combining statements.
2. Individual fund statements.
3. Supporting schedules.

We will also prepare Franklin County Government's Illinois 2013 annual financial report and will complete the required sections of the Data Collection Form, if required, for the year ended November 30, 2013.

### **AUDIT OBJECTIVES**

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on:

- Internal control related to the financial statements and compliance with laws, regulations, and the provisions of contracts or grant agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control related to major programs and an opinion (or disclaimer of opinion) on compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, if required.

The reports on internal control and compliance will each include a paragraph that states that the purpose of the report is solely to describe (1) the scope of testing of internal control over financial reporting and compliance and the result of that testing and not to provide an opinion on the effectiveness of internal control over financial reporting or on compliance, (2) the scope of testing internal control over compliance for major programs and major program compliance and the result of that testing and to provide an opinion on compliance but not to provide an opinion on the effectiveness of internal control over compliance, and (3) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering internal control over financial reporting and compliance and OMB Circular A-133 in considering internal control over compliance and major program compliance. The paragraph will also state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of OMB Circular A-133, and will include tests of accounting records, a determination of major program(s) in accordance with OMB Circular A-133,

and other procedures we consider necessary to enable us to express such opinions and to render the required reports. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements or the Single Audit compliance opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

### **MANAGEMENT RESPONSIBILITIES**

Management is responsible for the basic financial statements, schedule of expenditures of federal awards, and all accompanying information as well as all representations contained therein. Management is also responsible for identifying government award programs and understanding and complying with the compliance requirements, and for preparation of the schedule of expenditures of federal awards in accordance with the requirements of OMB Circular A-133. As part of the audit, we will assist with preparation of your financial statements, schedule of expenditures of federal awards, and related notes. You will be required to acknowledge in the written representation letter our assistance with preparation of the financial statements and schedule of expenditures of federal awards and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. You agree to assume all management responsibilities for any nonaudit services we provide; oversee the services by designating an individual, preferably from senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Management is responsible for establishing and maintaining effective internal controls, including internal controls over compliance, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met and that there is reasonable assurance that government programs are administered in compliance with compliance requirements. You are also responsible for the selection and application of accounting principles; for the fair presentation in the financial statements of the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Franklin County Government and the respective changes in financial position and, where applicable, cash flows in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for ensuring that management is reliable and financial information is reliable and properly recorded. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities also include identifying significant vendor relationships in which the vendor has responsibility for program compliance and for the accuracy and completeness of that information. Your responsibilities include adjusting the financial statements to correct material



misstatements and confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud or illegal acts affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws, regulations, contracts, agreements, and grants. Additionally, as required by OMB Circular A-133, it is management's responsibility to follow up and take corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan. The summary schedule of prior audit findings should be available for our review on December 1, 2014.

You are responsible for preparation of the schedule of expenditures of federal awards in conformity with OMB Circular A-133. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to [include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon OR make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon]. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with OMB Circular A-133; (2) that you believe the schedule of expenditures of federal awards, including its form and content, is fairly presented in accordance with OMB Circular A-133; (3) that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to [include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon]. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) that you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes);

and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

With regard to using the auditor's report, you understand that you must obtain our prior written consent to reproduce or use our report in bond offering official statements or other documents.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

#### **AUDIT PROCEDURES – GENERAL**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform the appropriate level of management of any material errors or any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such

matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will also require certain written representations from you about the financial statements and related matters.

### **AUDIT PROCEDURES – INTERNAL CONTROLS**

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by OMB Circular A-133, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to OMB Circular A-133, if required.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards* and OMB Circular A-133.

### **AUDIT PROCEDURES – COMPLIANCE**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Franklin County Government's compliance with applicable laws and regulations and the provisions of contracts and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

OMB Circular A-133 requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable laws and regulations and the

provisions of contracts and grant agreements applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Circular A-133 Compliance Supplement* and related addenda for the types of compliance requirements that could have a direct and material effect on each of Franklin County Government's major programs. The purpose of these procedures will be to express an opinion on Franklin County Government's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to OMB Circular A-133, if required.

#### **ENGAGEMENT ADMINISTRATION, FEES, AND OTHER**

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all requested cash, or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. If applicable, we will provide copies of our report for you to include with the reporting package you will submit to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of 30 days after receipt of the auditors' reports or nine months after the end of the audit period, unless a longer period is agreed to in advance by the cognizant or oversight agency for audits.

The audit documentation for this engagement is the property of Hudgens & Meyer, LLC and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain audit documentation available to a Cognizant or Grantor Agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Hudgens & Meyer, LLC personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five (5) years after the report release or for any additional period requested by the Cognizant Agency, Oversight Agency, or Pass-through Entity. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Kim D. Meyer, CPA is the engagement partner and is responsible for supervising the engagement and signing the report.

Our fee for these services will be \$45,000 plus out-of-pocket costs (such as postage and travel, etc.) Our rate is calculated based on the degree of responsibility involved and the experience level of the personnel assigned to your audit. If the work of a specialist is needed during the course of our engagement, you will be responsible for the cost of the specialist. Our invoices for these fees will be rendered semi-monthly as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes forty-five (45) days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended at full rate and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

You may request that we perform additional services not addressed in this engagement letter. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fees. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

*Government Auditing Standards* require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment, if any, received during the period of the contract. Our June 30, 2012 peer review report accompanies this letter. There were no letters of comment issued with the June 30, 2012 peer review.

The reports issued for these services are intended for the information and use of the Franklin County Government, the appropriate local government within that county, the pass-through agencies of the State of Illinois, the Illinois General Assembly, and the Governor of the State of Illinois and is not intended and should not be used by anyone other than these specified parties. However, this report is a matter of public record and its distribution is not limited.

We appreciate the opportunity to be of service to Franklin County Government and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Franklin County Government  
January 14, 2014  
Page Nine

Very truly yours,

  
HUDGENS & MEYER, LLC  
Certified Public Accountants

**RESPONSE:** This letter correctly sets forth the understanding of Franklin County Government and acknowledges receipt of our June 30, 2012 peer review report.

By: Kandall Crocker

Name and Title: Chairman

Date: 1/21/14

HEINOLD-BANWART, LTD.

Certified Public Accountants



Riverfront Office Center 2400 N. Main Street East Peoria, IL 61611-1795 Tel 309.694.4251 Fax 309.694.4202

## System Review Report

October 25, 2012

To the Members of  
Hudgens & Meyer, LLC  
and the Peer Review Committee of the Illinois CPA Society

We have reviewed the system of quality control for the accounting and auditing practice of Hudgens & Meyer, LLC (the firm) in effect for the year ended June 30, 2012. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary).

As required by the standards, engagements selected for review included engagements performed under the *Government Auditing Standards*.

In our opinion, the system of quality control for the accounting and auditing practice of Hudgens & Meyer, LLC in effect for the year ended June 30, 2012, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Hudgens & Meyer, LLC has received a peer review rating of *pass*.

Heinold-Banwart, Ltd.



# Hudgens & Meyer LLC

CERTIFIED PUBLIC ACCOUNTANTS

1800 W. Boulevard

Marion, IL 62959

(618) 993-5553

Fax: (618) 993-3394

hudgensmeyer.com

January 14, 2014

Franklin County Government  
Franklin County Courthouse  
Benton, IL 62812

We are pleased to confirm our understanding of the services we are to provide Franklin County Government for the Franklin County Circuit Clerk's office for the year ended November 30, 2013. We will audit the Trust and Agency Funds' financial statements of the Franklin County Circuit Clerk, which collectively comprise the basic financial statements of the Franklin County Circuit Clerk as of and for the year ended November 30, 2013. Accounting standards generally accepted in the United States provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Franklin County Circuit Clerk's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Franklin County Circuit Clerk's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or to provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's discussion and analysis, if presented.
2. GASB required pension information.
3. Budgetary comparison schedules.

We have also been engaged to report on supplementary information other than RSI that accompanies Franklin County Circuit Clerk's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole:

1. Client prepared information.

KERRY J. HUDGENS  
khudgens@hudgensmeyer.com

KIM D. MEYER  
kmeyer@hudgensmeyer.com



### **AUDIT OBJECTIVES**

The objective of our audit is the expression of opinions as to whether the Franklin County Circuit Clerk's Trust and Agency Funds' financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards issued by the Administrative Office of Illinois Courts, and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States and will include tests of the accounting records the Franklin County Circuit Clerk and other procedures we consider necessary to enable us to express such opinions. If our opinions on the Trust and Agency Funds' financial statements are other than unqualified, we will fully discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express an opinion or to issue a report as a result of this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with laws, regulations, and the provisions of contracts or grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The reports on internal control and compliance will each include a paragraph that states that the purpose of the report is solely to describe the scope of testing of internal control over financial reporting and compliance, and the result of that testing, and not to provide an opinion on the effectiveness of internal control over financial reporting or on compliance, and that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering internal control over financial reporting and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the Public Building Commission of Williamson County is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

### **MANAGEMENT RESPONSIBILITIES**

Management is responsible for the basic financial statements and all accompanying information as well as all representations contained therein. As part of the audit, we will assist with preparation of your financial statements and related notes. You are responsible for making all management decisions and performing all management functions relating to the financial statements and related notes and for accepting full responsibility for such decisions. You will be required to acknowledge in the management representation letter that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. You agree to assume all management responsibilities for any nonaudit services we provide; oversee the services by designating an individual, preferably from senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Management is responsible for establishing and maintaining effective internal controls, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; for the selection and application of accounting principles; and for the fair presentation in the financial statements of the respective financial position of the Trust and Agency funds and the respective changes in financial position and cash flows, where applicable, in conformity with U.S. generally accepted accounting principles.

Management is also responsible for making all financial records and related information available to us and for ensuring that management is reliable and financial information is reliable and properly recorded. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws, regulations, contracts, agreements, and grants, for taking timely and appropriate steps to remedy any fraud, illegal acts, violations of contracts or grant agreements, or abuse that we may report.

You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) that you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This

responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

#### **AUDIT PROCEDURES – GENERAL**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors or any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will also require certain written representations from you about the financial statements and related matters.

#### **AUDIT PROCEDURES – INTERNAL CONTROLS**

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of

controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

#### **AUDIT PROCEDURES -- COMPLIANCE**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Franklin County Circuit Clerk's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

#### **EXAMINATION PROCEDURES**

We will examine the Franklin County Circuit Clerk's compliance with the requirements stated below as issued by the Administrative Office of Illinois Courts as of November 30, 2013. Our examination will be conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Accordingly, it will include tests of your records and other procedures we consider necessary to enable us to express an opinion as to whether the cases tested in accordance with the compliance requirements listed below are presented, in all material respects, in conformity with the compliance requirements as issued by the Administrative Office of Illinois Courts. If, for any reason, we are unable to complete the examination, we will not issue a report as a result of this engagement. The compliance requirements to be examined include:

- A. Selecting a sample of cases to determine if the Circuit Clerk has properly assessed fines, fees, costs, penalties, and judgments in accordance with the purpose authorized by law.
- B. Selecting a sample of cases to determine if the Circuit Clerk has properly distributed fines, fees, costs, penalties and judgments in accordance with the purpose authorized by law.
- C. Selecting a sample of cases to determine if the Circuit Clerk has timely assessed and distributed monies in accordance with the purpose authorized by law.
- D. Selecting a sample of cases to determine if the Circuit Clerk has generally complied with applicable laws and regulations in its financial and fiscal operations.

- E. For the sample of the cases tested, the Circuit Clerk has properly and legally administered money or negotiable securities or similar assets and the accounting and recordkeeping relating thereto has been proper, accurate, and in accordance with the law.

Our engagement will not include a detailed inspection of every transaction and cannot be relied on to disclose all material errors, fraud, or other illegal acts, that may exist. However, we will inform you of any material errors or fraud that comes to our attention. We will also inform you of any other illegal acts that come to our attention, unless clearly inconsequential.

The following additional information accompanying the basic financial statements will be subjected to the auditing procedures applied in our audit of the financial statements, and for which our auditors' report provide an opinion.

#### 1. Annual J-Report

We understand that you will provide us with the basic information required for our examination and that you are responsible for the accuracy and completeness of that information. We may advise you about appropriate criteria or assist in the development of the subject matter, but the responsibility for the subject matter remains with you.

At the end of the engagement, we will require a representation letter from management.

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but we remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information, and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

You are responsible for establishing and maintaining effective internal controls, including monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; for the presentation of cases tested in accordance with the compliance requirements listed below are presented, in all material respects, in conformity with the compliance requirements as issued by the Administrative Office of Illinois Courts; and for selecting the criteria and determining that such criteria are appropriate for your purposes. You are also responsible for making all management decisions and performing all management functions; for designating an individual, with suitable skill, knowledge, or experience to oversee the examination we provide; and for evaluating the adequacy and results of those services and accepting responsibility for them.

**ENGAGEMENT ADMINISTRATION, FEES, AND OTHER**

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing. We understand that management will enlist the cooperation of the Circuit Clerk.

Kim D. Meyer, CPA is the engagement partner and is responsible for supervising the engagement and signing the report.

We will provide 15 copies of our reports to the Franklin County Board and Franklin County Circuit Clerk; however, management is responsible for the distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Hudgens & Meyer, LLC and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain audit documentation available to regulators, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Hudgens & Meyer, LLC personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five (5) years after the report release date or for any additional period requested by a regulatory body. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as postage and travel, etc.) except that we agree that our gross fee, including expenses, will not exceed \$6,000. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered semi-monthly as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes forty-five (45) days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended at full rate and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

With regard to using the auditor's report, you understand that you must obtain our prior written consent to reproduce or use our report in bond offering official statements or other documents.

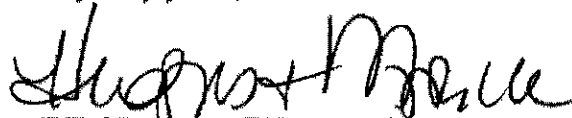
With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

*Government Auditing Standards* require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our June 30, 2012 peer review report accompanies this letter.

The reports issued for these services are intended for the information and use of the Franklin County Circuit Clerk, County of Franklin, Illinois, the appropriate local government within that county, the pass-through agencies of the State of Illinois, the Illinois General Assembly, and the Governor of the State of Illinois and is not intended and should not be used by anyone other than these specified parties. However, this report is a matter of public record and its distribution is not limited.

We appreciate the opportunity to be of service to the Franklin County Government and Franklin County Circuit Clerk and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,



HUDGENS & MEYER, LLC

Certified Public Accountants

**RESPONSE:** This letter correctly sets forth the understanding of Franklin County Government and acknowledges receipt of our June 30, 2012 peer review report and letter of comment.

By: Randall Crocker

Name and Title: Chairman

Date: 1/21/14

# HEINOLD-BANWART, LTD.

Certified Public Accountants



Riverfront Office Center 2400 N. Main Street East Peoria, IL 61611-1795 Tel 309.694.4251 Fax 309.694.4202

## System Review Report

October 25, 2012

To the Members of  
Hudgens & Meyer, LLC  
and the Peer Review Committee of the Illinois CPA Society

We have reviewed the system of quality control for the accounting and auditing practice of Hudgens & Meyer, LLC (the firm) in effect for the year ended June 30, 2012. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary).

As required by the standards, engagements selected for review included engagements performed under the *Government Auditing Standards*.

In our opinion, the system of quality control for the accounting and auditing practice of Hudgens & Meyer, LLC in effect for the year ended June 30, 2012, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Hudgens & Meyer, LLC has received a peer review rating of *pass*.

Heinold-Banwart, Ltd.





FILED  
NOV 19 2013  
FRANKLIN CO. CLERK

November 14, 2013

Mr. Randall Crocker, Chairman  
Franklin County Board  
Franklin County Courthouse  
Benton, IL 62812

RE: County Representatives to the  
Greater Egypt Commission

Dear Mr. Crocker:

According to our records, the term of Commission member Liz Files would have expired December 2013. Since she passed away, there is a vacancy. An appointment should be made for a term ending in December 2016 in order to have appointments for 3-year staggered terms.

For your information, our records show the term of the other members from your county expires as follows:

William Stark, December 2014  
Donna Sue Bozarth, December 2015  
Mike Rolla is currently serving for the County Board Chairman

Following is an excerpt from the resolution creating the Commission regarding County Representatives to the Commission:

"Section III-1. COUNTY BOARD CHAIRMAN. The Chairman, or his written designee, of the County Board or Board of Commissioners of each county shall be members of the Greater Egypt Regional Planning and Development Commission, and their terms shall be coterminous with their terms of office as such chairman."

Section III-2. COUNTY REPRESENTATIVE MEMBERS. The Chairman of each County Board of Board of Commissioners of each County shall designate, subject to confirmation of the County Board of his county, three members who shall be residents of said County. These members shall be designated for a term of three years, except that the respective terms of members first designated shall be one for one year, one for two years, and one for three years. Terms of office shall begin on January 1. The term of all existing members shall be extended to expire on the 31<sup>st</sup> day of December in the calendar year in which they would otherwise expire."

Your attention to the above will be appreciated. Please notify the Commission office in writing of the County Board's actions. If there are any questions, please feel free to call.

Sincerely,

Cary Minnis  
Executive Director

mm

cc: David Dobill, County Clerk ✓

for your information. Phone me, 927-2572, if any other action is needed

*David E Goss, sec.*

MINUTES OF THE REGULAR MEETING OF THE EWING-NORTHERN FIRE  
PROTECTION DISTRICT—December 17, 2013

Meeting at the Ewing Station, December 17, 2013. Present: Wilson, Smith, and Goss.  
Wilson called the regular meeting to order at 6:00 P. M.

Read and approved the minutes of the November 26, 2013, regular meeting. 2nd. PU.

Treasurer's Report: received and approved unanimously.

Reviewed Annual Schedule of Events: none

Reviewed Correspondence: insurance policy (on disk) received from Kane Insurance

Fire Chief's Report: attached

Old business: none

New business:

Moved to pay bills. 2nd. PU.

Moved to have ice stoppers installed on all three buildings and also have Curt Erwin do  
needed roof/gutter repairs. 2<sup>nd</sup>. PU.

Moved to authorize the Treasurer to purchase a XPS870 computer and monitor for  
@\$1,019.00 from Dell. 2<sup>nd</sup>. PU.

✓ Moved to accept the resignation of Mark Smith as trustee. 2<sup>nd</sup>. PU.

✓ Moved to appoint Michael Wayne Hill to complete Smith's term. 2<sup>nd</sup>. PU.

*17901 N EWING RD, EWING IL 62836*

*UNEXPIRE TERM  
ENDING-- 5-2-2016*

Moved to meet on Tuesday, January 28, 2014, at 6:00 P. M. 2nd. PU.

Moved to adjourn at 7:20 P. M. 2nd. PU.

Approved \_\_\_\_\_ by the following trustees in attendance.

**FILED**  
DEC 20 2013

FRANKLIN CO. CLERK